

# Head of Department Job Description



Head of Department	Head of Department
Grade of Post	MPR/UPR + TLR
Job Purpose	<p>In addition to the requirements of a main scale/UPR teacher (as appropriate):</p> <ul style="list-style-type: none"> <li>• To contribute to the collective ethos of the Academy by requiring the highest professional standards from colleagues and behaviour from students.</li> <li>• To provide high quality leadership and management of an allocated subject/group of subjects, adopting and modelling a positive and solution focused approach to work, which puts maximises students' life chances.</li> <li>• To ensure effective and robust implementation of Academy policies.</li> <li>• To support all students to make exceptional progress, in the spirit of a no excuses culture, and to reduce any differences in performance.</li> <li>• To ensure literacy, numeracy and Spiritual, Moral, Social and Cultural (SMSC) is taught and promoted appropriately through the subjects.</li> <li>• To maintain strong retention numbers into and through post 16.</li> <li>• To liaise with colleagues across the Academy as required.</li> <li>• To carry out such other associated duties as are reasonably assigned by the Headmaster</li> </ul>

## The post holder will be responsible for

### Quality of teaching, learning and assessment

- Ensuring the quality of teaching and delivery of lessons across the department is consistently highly effective.
- Identifying best practice and ensuring that this is shared across the team.
- Identifying underperformance and intervening early with colleagues who need support.
- Creating and developing appropriate schemes of learning and assessment, along with appropriate lesson plans, taking into account the need for stretch and challenge and differentiation, teaching of SMSC and the delivery of literacy and numeracy as appropriate.
- Ensuring homework is set in line with our Academy policy and that it is meaningful, stimulating and challenging.
- Managing necessary adjustments to teaching and learning with respect to any curriculum or specification changes.
- Ensuring that assessments in all year groups are standardised (internally and externally) and that current attainment and predictions are accurate.
- Ensuring that students receive appropriate feedback in a variety of forms such they understand and act on advice regarding how to improve in the subjects within the department.
- The supervision of internal examinations and supporting the examinations administrator in the organising of external and internal examinations.
- The shared responsibility, with the other middle leaders, for the care of the internal and external environment of the school, health and safety of students.
- Keeping up to date with latest pedagogical research and developments and benchmarking the team's practice against best practice in school and in other establishments.
- Providing appropriate enrichment and extra-curricular learning opportunities for students.

### Leadership and management

- The engagement of students and staff with Academy values and ethos.
- The implementation of all Academy policies within the department.
- Sharing strategic leadership with other middle and senior leaders and attending and participating positively in relevant meetings and discussions.

# Head of Department Job Description



- Adopting a collaborative approach with other middle leaders to ensure that teaching, learning and assessment as well as behaviour management are consistently led across the Academy.
- To liaise with other schools and exam boards to be abreast of changes and support accurate assessment
- Contributing to departmental recruitment and induction in a timely way, ensuring that all statutory requirements are met.
- Managing departmental team meetings so that the focus is on classroom practice and staff development in line with the Department Development Plan and the Academy Improvement Plan.
- Leading whole Academy CPD as appropriate.
- Ensuring that monitoring and evaluation is effective in terms of staff performance, academic standards and the personal development and wellbeing of the students.
- Interrogate data effectively in order to guide the strategic direction of the department.
- Producing Subject/Department Development Plans to address the identified priorities and to feed into the Academy Improvement Plan.
- The setting of appropriate appraisal objectives and the support of teachers in their work towards those objectives.
- The organisation and evaluation of departmental events e.g. mocks, revision days.
- The proactive and positive communication with staff, students and parents using a variety of different media (FROG, contribution to the newsletter/website, letter, emails, telephone calls).
- The provision of information required by the Headmaster or member of the Senior Leadership Team.
- Undertaking agreed duties before and after school and during unsupervised time.
- Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the post holder.

## **Student outcomes**

- Ensuring that all students make the best possible progress from their starting points and that any differences in performance are identified early and actions are taken to reduce them rapidly.
- Reviewing performance critically and constructively post results and at each data point including internal examinations so that effective development strategies are implemented rapidly.
- Working closely with the Senior Leader responsible for the line management of the subject to ensure that students are supported, intervened with and challenged in an effective and timely way.
- Students are enthused by the subject and show pride in their participation, presentation and work generally.

## **Behaviour, attendance and safety**

- Ensuring the culture and ethos in the department is calm, purposeful, positive and aspirational.
- Supporting departmental staff to take full responsibility for the conduct, behaviour for learning and attendance/punctuality in their groups.
- Ensuring student effort, commitment and progress is recognised through the use of commendations, certificates, letters of praise, and meetings with senior staff.
- Monitoring and acting on the detailed record of incidents which occur within the department and ensuring that all staff follow the Behaviour, Anti-Bullying and Equalities policies consistently.
- Ensuring compliance with Health and Safety, Safeguarding and Equality requirements within the department area.
- Ensuring that curriculum areas are appropriately supervised during unsupervised time.

## **The Head of Department will be accountable for:**

- The standards reached by all students including the disadvantaged, those with special needs and the more able in the subjects within the department throughout each key stage.
- The reduction and/or removal of any differences in performance of groups of students.
- The standard of teaching, learning and assessment in the department.

## Head of Department Job Description



- The development of a positive and aspirational team which contributes positively to the culture and ethos of the whole Academy.
- The consistent implementation of Academy policy in the department.
- The effective use of resources (including staff time).