



Job Description

Job title: **Head of Department**

The post-holder's overall responsibility is:

1. To carry out the general and specific professional duties as set out in the current School Teachers' Pay and Conditions Document.
2. To take overall responsibility for the work, administration and development of the subject area, delegation within the Department and oversight of that delegated responsibility.
3. Where relevant, to be accountable for and lead a team of people focused on a discrete subject area to ensure high standards of teaching and learning in that subject and on the well-being of staff and pupils in that subject area.
4. With other senior staff, participate in, contribute to and/or lead pedagogic and strategic discussions in order to support and sustain improvements both within the Department and at a whole school level, within the context of the School's Improvement Plan.
5. To actively support the school's strategic vision and gain a commitment to this ethos amongst all staff teaching the subject

The purpose of this role:

School ethos: the post holder will actively support the school's vision and will also

1. Along with other Subject Leaders and members of the Senior Leadership Team ensure that whole school improvements and developments take place in teaching and learning.
2. Sustain standards of attainment and achievement by all pupils within the subject area
3. Be accountable for the progress and development of all pupils within the subject area
4. Support, develop and enhance where appropriate the practice of other teaching staff in this subject area and to hold them accountable for their own practice.
5. Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying within the subject in accordance with the aims of the school and its policies, determined by the Governing Body and Head Teacher of the school
6. Be accountable for leading, managing and developing the subject area
7. Effectively manage and deploy teaching and support staff, financial and physical resources within the subject area to support the designated curriculum for that area.

Main duties / accountabilities for all Subject Leaders

Strategic planning:

1. To gain a commitment to the school's ethos amongst subject colleagues, to actively support the school's strategic vision.
2. To implement strategies in support of the School's Improvement Plan and to devise annual development plans in support of this improvement plan, especially in terms of effective teaching and learning strategies, in order to sustain high standards of achievement
3. To implement strategies for the efficient running of the subject area within the school's policies and procedures.

Quality assurance:

1. To monitor and evaluate of teaching standards, classroom management and pupil progress in order to make a measurable contribution to whole school targets.
2. To encourage the development of a positive learning environment in lessons in accordance with the school's behaviour management procedures so that time is not lost and effective and relevant learning can be achieved at all times.

Information management:

1. To make use of analysis and evaluate performance data
2. To contribute to the quality assurance cycle on behalf of the subject area
3. To report on examination performance
4. In conjunction with the Deputy Head, manage the subject's collection of data

Pastoral system:

1. To monitor and support the overall progress of pupils within the subject
2. To monitor pupils' attendance along with their progress and performance in relation to targets set for those pupils, ensuring that follow-up procedures are adhered to and appropriate action taken where necessary
3. To ensure the school's behaviour management procedures (and any complementary departmental measures) are implemented in order that effective learning can take place within the subject area

Communications:

1. To draw together colleagues teaching the subject into a team with a joint sense of purpose and a specific identity, so that effective and focused teaching and learning can be achieved.
2. To liaise with partner schools, higher education, industry, examination boards and other relevant bodies
3. To represent the views and interests of subject colleagues

Curriculum provision and development:

1. To lead the Department in the teaching of the subject within the context of appropriate schemes of work and specifications. This will require awareness and encouraging dialogue within the Department about current trends in curriculum development, teaching techniques and the demands of external examinations. This will enable the subject area to be effective in its delivery of the curriculum

Staffing:

1. By drawing together colleagues teaching the subject into a team with a joint sense of purpose and a specific identity, the school's vision for teaching and learning will be supported.
2. To support the professional development of all subject colleagues appropriate to their needs and experience. This will include regular feedback in a way that recognises good practice and supports progress against performance objectives which result in sustained student learning
3. To liaise with the SLT with regard to the initial appointment of departmental colleagues and, thereafter, the allocation of time, staff (including, where appropriate, support staff), equipment and rooms for the subject in order to support good teaching and value for money.
4. To participate in interview process when required and ensure effective induction of new staff in line with school procedures
5. To ensure appropriate arrangements and resources are in place if departmental colleagues are absent
6. To organise departmental INSET so that colleagues can be engaged in relevant and meaningful activities in support of their own teaching, the development of schemes of work and the implementation of key school learning strategies.

Liaison:

1. To meet with the other Subject Leaders and members of the Leadership Group to discuss and decide upon curriculum and departmental issues, in line with the school's stated ethos, policies and strategic vision.

Resources:

1. To provide adequate resources and displays of work in order to inform, stimulate, celebrate and inspire.
2. To maintain appropriate record keeping so that efficient use of funding is achieved.
3. To maintain oversight of health and safety within the departmental areas so that a safe working environment is achieved.
4. To control the Department's budget so that it is spent with subject learning priorities and best value principles in mind (where relevant).

Other specific duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual *task* undertaken has not been identified.

CHARACTERISTICS AND COMPETENCIES:

Analytical thinking – has the ability to think logically, break things down and recognise cause and effect

Team working – has the ability to work with and seek the opinion of others to achieve shared goals,

Developing potential – works to develop the capabilities and potential of others through feedback and encouragement

Information seeking – has the drive to find out more, gathers information and shows intellectual curiosity

Holding others accountable – has the drive and ability to set clear expectations and parameters, to hold others accountable for their performance

Challenge and support – has a commitment to do everything possible for every pupil to enable them to be successful

Drive for improvement – by creating improvements, shows relentless enthusiasm for meeting challenging targets for pupils and the whole school

Using initiative – has the drive to act 'now' to anticipate and pre-empt events

Passion for learning – has the drive and ability to support pupils in their learning, enabling them to become confident and independent learners

Confidence – has belief in their own ability in order to express a professional view, to be effective and take on challenges.