



### **Job Description**

**Job Title:** Head of Department

**Location:** Maltings Academy

**Hours of work:** Full Time

**Reports to:** SLT

### **Purpose of the Role:**

To lead, manage and develop the department, maximising student achievement and progress.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Responsibilities:**

#### ***Head of Subject***

- To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the academy.

#### **To be accountable for operational and strategic planning:**

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Monitor student progress
- Implement academy policies and procedures
- Formulate effective aims, objectives and strategic plan for the department linked to the needs of students and to academy aims, objectives and strategic plan.
- Lead and manage the business planning function of the department, ensuring that the planning activities of the department reflect the needs of students, the academy and department SEF and the aims and objectives of the academy

#### **To ensure effective curriculum provision & development:**

- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Evaluation.
- Be accountable for the development and delivery of subject throughout the academy. Lead curriculum development for subject.
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.
- Liaise with the Exams Officer to maintain accreditation with the relevant examination and validating bodies.

#### **To ensure effective curriculum provision & development:**



- Identify staff development needs and design appropriate programmes to meet training needs.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Manager/relevant staff.
- Arrange long term cover in liaison with the Cover Manager
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the academy's training programmes as appropriate

**To ensure the effective operation of quality control systems:**

- Set departmental targets and ensure these are achieved.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- Contribute to the academy procedures for lesson observation.
- Implement academy quality procedures and ensure adherence within the department.
- Monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Ensure that the department's quality procedures meet the requirements of Self Evaluation data and the strategic plan.

**To ensure effective data management:**

- Ensure the maintenance of accurate and up-to-date information concerning the department as required by the academy systems.
- Make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the department.
- Produce reports on examination performance, including the use of value-added data.
- Manage the department's data collection.
- Provide relevant information about the department's performance and development.

**To ensure effective communications for the department**

- Ensure effective communication/consultation as appropriate with parents
- Liaise with the AET, partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Positively represent the views and interests of the department.

**To ensure effective marketing and liaison for the department:**

- Contribute to the academy liaison and marketing activities
- Lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.
- Actively promote the development of effective subject links with external agencies.

**To ensure effective management of departmental resources:**

- Budget holder for department
- Ensure departmental teaching commitments are effectively timetabled and roomed.



### **Teaching**

- To undertake teaching in accordance with the appropriate professional standards.
- To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students.
- To ensure a high quality learning experience for students that meet internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To liaise with the SENDCO and the form tutor over SEND students, modifying teaching accordingly.

### **Form Tutor**

- To support students in all aspects of their academy life and in preparation for their adult life
- To develop an understanding and knowledge of each student as an individual
- To enable students to play an active role in all aspects of the tutorial and PSHE programme
- To undertake administrative-related tasks

### **Pastoral System**

- In conjunction with the Pastoral team, to monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to Life Skills and SMSC according to academy policy.
- To ensure the academy's behaviour management systems are implemented in the department
- To follow the academy's Safeguarding Policies and Procedures

### **Academy Duties**

- To undertake duties before academy and at break, on a rota basis.
- To set cover work when on leave of absence.
- To play a full part in the life of the academy community, to support its mission and ethos

### **Line Management**

- To line manage team including recruitment; induction; training & development; link meetings, performance appraisals; absence management; performance and conduct
- To communicate relevant academy procedures to team and ensure that they are adhered to



### ***Health and Safety***

- To ensure the departmental area is a safe environment, completing risk assessments and any other necessary health and safety documentation for the department and team member

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.





**Person Specification**

**Job Title: Head of Department**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Degree in a relevant discipline</li> <li>• Teaching qualification recognised by DfE</li> <li>• Evidence of continuing and recent professional development relevant to middle leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Middle Leaders or other leadership qualification</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<p><b>Specialist Knowledge/Experience</b></p> <ul style="list-style-type: none"> <li>• Significant teaching experience including KS5</li> <li>• Advanced knowledge of National Curriculum requirements</li> <li>• Knowledge of strategies for improving the quality of teaching and learning</li> <li>• Knowledge of monitoring and evaluating the effectiveness of teaching and learning</li> <li>• Experience of delivering presentations and training sessions</li> </ul> <p><b>Organisation &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Experience of managing a heavy workload and conflicting priorities</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Experience of developing effective strategies to raise attainment and improve progress across a department</li> <li>• Experience of managing change effectively</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Experience of building and maintaining effective relationships, negotiating and influencing others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading a department with successful outcomes in attainment and student progress</li> <li>• Experience of leading, managing and developing a team</li> </ul>



<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>Line management for subject area</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>Long term planning for department</li> </ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>Department budget</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>Excellent communication skills with the ability to communicate logically, concisely and persuasively to a variety of audiences, both orally and in writing</li> <li>Excellent IT Skills</li> <li>Ability to stay calm under pressure</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>Resilience</li> <li>Student focused</li> <li>Demonstrate a commitment to equality</li> <li>Takes responsibility and accountability</li> <li>Commitment to Academy aims, ethos &amp; vision</li> <li>Commitment to own professional development</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>Be unusually brave</li> <li>Discover what's possible</li> <li>Push the limits</li> <li>Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>Successful candidate will be subject to an Enhanced Disclosure &amp; Barring Service Check</li> <li>Right to work in the UK</li> <li>Evidence of a commitment to promoting the welfare and safeguarding of</li> </ul>	



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