



JOB DESCRIPTION

Job Title: Head of Department

Responsible to: Head of Faculty

OVERALL RESPONSIBILITY

- To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.

SECTION 1 - GENERAL MANAGEMENT DUTIES

Leadership

1. Inspire department members by personal example and hard work.
2. Play a major role in the School's middle management assisting the Headteacher in creating a vision, sense of purpose and pride about the Department and its work.
3. To carry out rigorous Self Evaluation and oversee the Department development plan, its implementation and the part it plays in the whole school development.
4. Co-ordinate the production and maintenance of the Department handbook, and implement, monitor and evaluate all of its policies and documentation.
5. Be responsible for continuously improving the quality of teaching and learning in the Department.
6. Be responsible for maintaining discipline in the Department including supporting staff during lessons when appropriate.
7. Play a major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.
8. Develop and maintain effective methods of communication with the Headteacher, SLT, other staff, pupils, parents, governors, external agencies and the wider community (including business and industry), etc.
9. Identify and applaud areas of success for individual teachers and the Department.
10. Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
11. Chair and produce the agenda for effective department meetings. Ensure minutes are made, kept secure and others informed as appropriate.
12. Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
13. Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.
14. Deploy all Department staff effectively in order to give department members a good Work/Life balance.
15. Liaise with other staff on the effective deployment of any Teacher Assistants or class helpers. This does not imply any line manager responsibilities but facilitates the best deployment of human resources.
16. Use Leadership and Management (LM) time effectively for these purposes.

Curricular/Departmental Development

1. Contribute towards continuity and progression within the whole school curriculum.
2. To carry out rigorous self-evaluation and oversee the Department development plan, its implementation and the part it plays in the whole school development.
3. Develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.



4. Develop departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
5. Monitor and evaluate the teaching in the Department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
6. Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
7. Work with the SENCO to ensure IEPs are used to set subject-specific targets, and match curricular materials and approaches to pupil needs.
8. Ensure that the department supports the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.

Stock/Resources/Budget

1. Manage the Department stock, teaching resources and finances efficiently, and obtain best value for money.
2. Maintain an inventory of all stock items and oversee the annual stock audit.
3. Carry out stock disposal in accordance with department and school policies.
4. Store resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).

Liaison/Communication

1. Meet regularly and work with the Head of Faculty for professional support and develop effective departmental management.
2. Oversee and monitor the accuracy of exam entries and dates and work effectively with the exam officer.
3. Act as the initial person for others to contact regarding all issues relating to the subject.
4. Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils.
5. Liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.
6. Inform staff about new developments and ideas related to the subject and the Department.
7. Manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
8. Provide helpful and accurate responses to parent/carer enquiries.

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.





Continuing Professional Development - Staff

1. Contribute to, and take a leading role in, the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. LAs, outside training agencies, etc.
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the School, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
3. Carry out appraisal of certain teachers and teacher assistants as required by the Performance Management programme and use the process to develop the personal and professional effectiveness of each member of staff.
4. Maintain a professional portfolio of evidence to support the Performance Management process.

SECTION 2 – SUBJECT SPECIFIC DUTIES

1. Consult, produce and regularly review the Department documentation which should state the agreed procedures, practices and aspirations of the Department. To focus on:
 - Aims and Objectives.
 - Assessment, Recording & Reporting.
 - Pupil Inclusion (SEN, Gifted & Talented, Pupils with English as a second language, Gender, Multicultural, Differentiation, etc.)
 - Citizenship.
 - The range of appropriate learning styles.
 - The use of ICT.
 - Health and Safety.
2. Liaise with other Curriculum Co-ordinators in order to arrange visits to events which enhance pupils' understanding of the subject.
3. Manage the Department's contribution to the School Prospectus, magazine and website.
4. Oversee the running of relevant extra-curricular activities.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.