



## Job Description

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**Position: Head of Department**

**Reporting to: Senior Leadership Team**

**Purpose:** To provide a high quality educational experience for all students, to ensure excellent educational outcomes in public examinations and to provide high quality subject leadership and management of the Department. In addition to the generic duties of a qualified teacher the Head of Department will undertake the following duties and responsibilities;

### Strategic Direction and Development of the Team

- Develop and ensure implementation of whole-school policies for the department in line with the aims, ethos and values of the school
- Use national, local and school management data effectively to monitor standards of achievement across the department, and to ensure that appropriate interventions are in place to address any under performance
- Produce the following documents on an annual basis in line with the School's Self Review process:
- Department Development Plan which will be evaluated at the mid-point and end-point of the year
- Departmental Self Evaluation Form (DSEF)
- Completion of Examination Analysis
- Devise and regularly review, in consultation with colleagues, a scheme of work which recognises:
- Any national criteria
- The School's published aims and objectives
- The School's Curriculum and Assessment Policies
- Ensure consistent communication with staff of high expectations about securing improvement in the subject
- To galvanise the enthusiasm of staff and channel their efforts to good effect ensuring that staff make good use of a range of rigorous monitoring activities relating to teaching and other provisions and outcomes
- Advise pupils and their parents in matters concerning departmental studies, including options, exam courses, entry to further and higher education and careers.

### Teaching and Learning

- Ensure curriculum coverage, continuity and progression in the subject
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students
- Establish and implement clear processes for assessing, recording and reporting on pupil achievement in line with school policy
- Ensure assessment for learning is fully embedded into day to day teaching and learning
- Ensure that teaching within the subject is effective
- Evaluate the teaching of the subject, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching
- Monitor the performance of vulnerable groups and to ensure specific targets are set and that work is matched to students' needs
- Accept responsibility for the good conduct of pupils within the department and to provide assistance and support for staff as the need arises. Where appropriate he/she should liaise with a Head of School / SLT line manager
- Undertake classroom observations, learning walks and work scrutiny in line with school policy

- Monitor and ensure that homework is set as per the school's policy
- Ensure cover work is set during a colleagues' absence, assisting cover teachers as necessary in the setting up of cover lessons
- Take responsibility for sharing the assessment of mock/end of year exams in the case of a colleague's absence so recording deadlines can be met, in discussion with SLT line manager/AHT AR&R.

### **Leading and Managing Staff**

- Lead professional development of staff through the planning of departmental CPD hours and in pointing colleagues to appropriate professional development opportunities.
- Ensure that newly qualified staff and staff new to the school receive appropriate support for the subject
- Ensure that the Line Manager (and SLT and governors when appropriate) is well-informed with regard to subject policies, plans and priorities and subject-related professional development plans
- Assist in the formulation of school policy by attending meetings of the Learning and Progress Group
- Hold regular Departmental Meetings (as calendared) in order to maintain liaison among department staff and between them and the Learning and Progress Group
- Hold regular DAI meetings (as calendared) to review termly data with department and individuals within it, ensuring interventions are in place
- Maintain and circulate agenda and minutes of such meetings to the Line Manager
- Undertake Appraisal of departmental colleagues as appropriate

### **Efficient and effective deployment of Staff and Resources**

- Administer the departmental budget
- Distribute subject resources to meet the objectives of the school
- Ensure the effective and efficient management of learning resources for the subject
- Ensure a stimulating but safe working environment in which risks are regularly assessed
- Take responsibility for the physical condition of departmental teaching rooms and displays

### **Data Collection and Reporting**

- Ensure that the department enters termly data by the published deadlines
- Check departmental targets to ensure they fit whole school priorities, for example using the ALPS calculator to check sixth form targets equate to at least a 3
- To ensure members of the department new to the school and teachers on longer term supply are aware of what is required of them and how to complete data entry and reporting
- Check department data to ensure that it makes sense and is appropriate to be sent to parents (this includes profile reports)
- Put arrangements in place to cover for absent colleagues in discussion with SLT line manager to ensure something meaningful and appropriate is sent to parents.

### **Other Professional Requirements**

- Establish and maintain effective working relationships with professional colleagues and parents
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for his / her own professional development
- To contribute to whole school collation of information as required, such as the SMSC grid, Investor in Careers, International School Award and others.
- Undertake such other duties as the Headteacher may from time to time determine as reasonably falling within the remit of Head of Department

### **General**

A Head of Department is expected to:

a) Encourage such out of school activities as may enrich departmental studies. Heads of Department should bear in mind that the organisation of such activities outside school time is not part of a teacher's contractual duties, although directed time may be made available for activities which are a required component of departmental studies.

- b) Promote the ethos of the school.
- c) Encourage departmental contributions to whole school and cross curricular initiatives.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The 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. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. 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.