JOB DESCRIPTION

Job Title: Head of Department

Responsible to: Head Teacher/Deputy Head Teacher/Head of Faculty

Duties: The School Teachers' Pay and Conditions Document Regulations (Part XII) (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Allowance attached to the post: TLR2 B

TEACHER AND TUTOR
To fulfil the roles of teacher and tutor as described in the generic job descriptions.

ADDITIONAL RESPONSIBILITIES AS HEAD OF DEPARTMENT
1. Pupil achievement and welfare in both subject classes taught and tutor group.

2. The operation of Computerised School Administration Systems (SIMS).

3. Organisation and administration of examinations.

4. If it is a requirement of the job to be a budget holder or to be responsible for money, all duties relating thereto must be carried out in full accordance with the school's Finance Regulations, which are freely available on the school's Intranet.

5. Woodlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:
- To establish Departmental aims and objectives and state them in the Departmental Handbook.
- To review, evaluate and develop the curriculum to meet these objectives.
- To ensure that syllabuses and schemes of work are produced, monitored and reviewed.
- To define with team members the skills, techniques and concepts to be taught.
- To work with team members to ensure that they feel confident to deliver the curriculum.
- To oversee that appropriate differentiation of the curriculum is in place to meet the needs of all levels of pupil ability.
- To develop structures to facilitate progression and continuity in terms of cross phase work.
- To contribute as appropriate to work involving cross curricular themes.
- To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- To promote links with their subject area and learning environments outside the school (e.g. museums, theatres, libraries etc).
- To contribute, as necessary, to the planning of the school timetable.
- To ensure the implementation of the school's homework policy by the department team.

- ❖ To establish appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the Department, including the careful presentation of work and the care of books and equipment.
- ❖ To establish procedures for the monitoring and recording of progress, which include the active participation of pupils, and involve the passing on at all levels of admission to the school and pupil options
- ❖ To supervise the writing of reports and ensure team members meet school deadlines.
- ❖ To ensure the literacy policy is integrated into the curriculum.
- ❖ To supervise the maintenance, relevance and updating of the department's intranet resources.
- ❖ To be aware of legal requirements and national policies to promote the well being and safe guarding of children and young people.
- ❖ To ensure subject teachers update Go 4 Schools at defined times

Examinations
- ❖ To establish policy on entry to external examinations in accordance with that of the school.
- ❖ To support intervention programmes
- ❖ To liaise with the Examinations Officer and Head of Faculty in relation to entry procedures.
- ❖ To implement school policy on internal examinations, including preparation and assessment.
- ❖ To complete an annual Exams Analysis of GCSE exam performance.
- ❖ To lead with recruitment and appointment.
- ❖ On an annual basis to deploy staff within the Department and ensure that all staff are allocated tasks to be completed in each academic year. These tasks should relate to both the standard business of the department and departmental priorities.
- ❖ To make detailed arrangements for the induction of *all* newly appointed staff (teaching and non-teaching).
- ❖ To provide a full programme of guidance and support for NQTs.
- ❖ To lead ITT and GTP work within the Department.
- ❖ Actively to promote the professional development of all staff within the Department and to discuss, on at least an annual basis, each team member's staff development needs.
- ❖ To encourage team work and good morale.
- ❖ To organise regular workshop activities in line with the Professional Development Workshop programme that enable discussion and development of the curriculum and encourage all team members to become reflective practitioners.
- ❖ To oversee and evaluate the work of staff within the Department including:
  - ▪ observation of lessons and non teaching tasks
  - ▪ checking exercise books, records and assessments
  - ▪ contribution to NQT's end of year report contribution to appraisal data collection.
- ❖ To oversee the Appraisal Reviews of staff within the Department in line with Whole School Policy.
- ❖ To establish an effective structure for Departmental consultation, communication and evaluation including meetings, working groups and information bulletins as appropriate.
- ❖ To ensure that annually the Departmental team devises a Development Plan outlining priorities and allocating tasks and responsibilities to specific members of staff.
- ❖ To promote equal opportunities within the school and to seek to ensure the implementation of The Schools Equal Opportunities Policy.

Resources and Accommodation
- ❖ To establish and maintain, through forward planning, appropriate resources for subject or curriculum area.
- ❖ To allocate resources and accommodation within the Department to meet curriculum objectives.
- ❖ To make arrangements for recording and checking of stock.
- ❖ To lay down standards for the proper care of accommodation, furniture and equipment; and to enhance the learning development through the effective display of pupils' work and other materials.

- ❖ To incorporate a wide range of resource materials into the curriculum, including I.C.T. software.
- ❖ Manage departmental budget and submit an annual curriculum bid, ICT bid and buildings bid.

Community Responsibilities
- ❖ To ensure effective dialogue with parent/carers in accordance with school policies.
- ❖ To liaise with external agencies and employers as necessary.
- ❖ To foster and support the development of Education Extra Activities in the curriculum.

WHOLE SCHOOL RESPONSIBILITIES
- ❖ To be a member of Leadership and Achievement
- ❖ To ensure that there is a Department Handbook which follows the Whole School Policy Handbook.
- ❖ To prepare and update the Department SEF and portfolio of evidence.
- ❖ To ensure that a Departmental Development Plan is contributed to the Whole School Development Plan.
- ❖ To support whole school activities that benefit the whole community (e.g. Awards Evening, school concerts, shows, sports events).
- ❖ To ensure that the Department is represented in any working groups on whole school initiatives.
- ❖ To ensure that the Department's work is displayed and promoted in the school and community as appropriate.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

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.

This 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.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

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.

Agreed by………………………………………………. (Postholder)

…………………………………………………………….. (Postholder – Print Name)

And ……………………………………(Headteacher)   Date …………..

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE