

Job Title: Head of Vocational Department

Salary: MPS/UPS + TLR 1A

School: Longdean School

Aim and main purpose of the job

To provide: professional leadership and management of a faculty; to secure high quality teaching; effective use of resources; and improved standards of learning and achievement for all students

Teaching and Managing Pupil Learning

The Head of Faculty of the Vocational Department will:

- Be able to teach across the full range of age and abilities,
- Act as a role model in leading subject staff in their own high quality teaching,
- Set expectations and targets for staff and students in relation to standards of achievement and the quality of teaching,
- Engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies,
- Lead curriculum development to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme,
- Review teaching and learning, monitoring the progress of all students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success.

Assessment and Self-Evaluation

The Head of Faculty of the Vocational Department will:

- Agree, monitor and evaluate subject student progress targets in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets,
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement,
- Use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan,

- Assist the designated SLT link in evaluating the standards of leadership, teaching and learning, consistent with the procedures in the school self evaluation policy and to use this analysis to take action to improve further the quality of teaching.

Relationship with Parents and the Wider Community

The Head of Faculty of the Vocational Department will:

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, targets and attainment,
- Communicate effectively, both orally and in writing, with parents and Governors.

Managing Staff and Own Performance

The Head of Faculty of the Vocational Department will:

- Prioritise and manage their own time effectively,
- Take responsibility for their own professional development to improve students' learning,
- Lead the learning of other staff members,
- Provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning,
- Establish clear expectations and constructive relationships among staff including team working and mutual support: devolving responsibilities, delegating tasks and developing accountability,
- Ensure all subject staff understand and are actively implementing the key aspects of the school's behaviour management policies.

Managing Resources

The Head of Faculty of the Vocational Department will:

- Oversee and evaluate the faculty budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles,
- Organise and co-ordinate the deployment of learning resources, including Geography, and monitor their effectiveness.

Strategic Leadership

The Head of Faculty of the Vocational Department will:

- Create a Faculty Development Plan which contributes positively to the achievements of the School Development Plan and which actively involves all subject teachers in its design and execution,
- Contribute to the development of whole school strategic planning and policies through membership of the School Improvement Groups and Heads of Faculty meeting.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.