

# Job Description: Head of Department

## Job Purpose

Provide professional leadership, strategic direction and management of the department and subject area in order to drive up the attainment levels of students by securing high quality teaching and learning.

**Base:** Consett Academy/North Durham Academy/Wellfield School

**Responsible to:** Deputy/Assistant Headteacher

**Level:** MPS/UPS + TLR2b

## Main Responsibilities

### Strategy and improvement

Provide leadership and direction to students, staff, parents/carers and the wider community, promoting excellent, equality and high aspirations.

Accountable for the quality of teaching and learning in the department, for ensuring the curriculum delivered meets the needs of students, and levels of attainment and progress are raised across the subject.

Produce and implement a departmental development plan in line with the school development plan that promotes and sustains improvement.

### Teaching and curriculum excellence

Develop and review syllabuses, resources, schemes of work, lesson plans, marking practices, assessment and teaching strategies in the department.

Oversee day-to-day management and operation of course provision within the department, including effective deployment of staff and physical resources.

Ensure that the quality of lesson planning, setting of homework, marking of all work are of the highest standard and are consistent with the Trust/school policies.

Lead lesson observations, work scrutiny and moderation.

Work with colleagues including Head of Year, SENCO etc to ensure that individual student plans are tailored to their needs and take positive action on underachievement.

## **Leading with impact**

Establish clear expectations and constructive relationships within the department, including team working and mutual support: devolving responsibilities, delegating tasks and developing accountability.

Lead by example in displaying those qualities expected of outstanding leaders/teachers with regard to subject knowledge, teaching skills, assessment, behaviour management and tutoring.

Line manage staff as required, implementing successful performance management processes and continuing professional development programmes for all staff.

Recruit and induct new staff as required. Deploy the staff team appropriately and support them in managing their workload effectively.

Act as a positive role model for students, promoting appropriate behaviour for learning and encouraging good practice with regard to punctuality, attendance, dress, standards of work.

## **Managing resources and risks**

Manage the school's financial resources effectively and efficiently.

Be keenly aware of the responsibility for safeguarding children and alert pastoral and other staff to problems arising with individual students.

Supervise the use and care of the school building, fixtures and equipment by students and to ensure their adherence to relevant health and safety regulations.

Operate at all times within the statutory framework for professional duties of teachers, and the policies and procedures of the Trust.

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.

## **Working in partnership**

Secure curriculum links with partner primary schools.

## **Increasing capability**

Consistently demonstrate the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff.

Take responsibility for improving your teaching through appropriate professional development, responding to advice and feedback from colleagues. Actively engage in the appraisal process.

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

*Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job*

## Person Specification: Head of Department

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	<p>Qualified Teacher Status</p> <p>Degree or equivalent in subject specialism</p> <p>Recent (in the last 2 years) relevant CPD</p>	<p>Honours degree in subject specialism</p> <p>Relevant further leadership or curriculum-related qualification</p>	Application form
Experience	<p>Recent extensive experience of teaching at secondary level across the ability range.</p> <p>Proven track record of results at GCSE with a demonstrable positive impact on student progress and attainment.</p> <p>Leadership experience of a subject area within secondary education</p>	<p>Experience of teaching/leading at more than one school</p> <p>At least 2 years middle leadership experience</p> <p>Responsibility for allocation and monitoring of financial resources</p>	Application form, References
Professional Skills & Knowledge	<p>Role-model classroom practitioner with a track record of delivering outstanding teaching and positive impact on student progress</p> <p>Demonstrable evidence of the effective use of data as a means both to measure and to extend learning and progress</p>	<p>Knowledge of OFSTED inspection framework</p>	Application form, Interview/Assessment, References

	<p>Good understanding of new and current exam specifications and curriculum developments across all relevant phases of education</p> <p>Strategic planning for a subject, including producing medium and long term plans which lead to sustained improvement in student outcomes</p> <p>Ability to respond to feedback, reflect on and develop own professional practice</p> <p>Excellent written and communication skills</p> <p>Understands and acts on responsibility for the safeguarding and welfare of students</p> <p>Maintains appropriate professional boundaries with students and parents</p>		
<p>Personal attributes</p>	<p>Ability to inspire and motivate students</p> <p>A positive role model of professional practice and conduct to others</p> <p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Ability to work effectively as part of a team</p> <p>Punctual and reliable</p>		<p>Application form, Interview/Assessment, References</p>

	Personal resilience including ability to work effectively under pressure and responding positively to change Suitability to work with children		
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