

Job Description: Head of Department **Post:** Head of Department with **TLR**

Responsible to: Deputy Headteacher

Core Purpose:

- To provide strategic leadership to your department
- To lead and manage the department to maximise student progress
- To promote a forward thinking and creative approach to teaching and learning within the department
- To work strategically with your line manager, keeping them informed of progress and any areas of concern

Responsible for: Teachers within the department

Key Accountabilities:

Leadership

- To communicate the ambition for the department in such a way as to support and promote the school's values and vision
- To fulfil the schools leadership standards as set out in the appraisal document
- To lead and manage the staff in delivering high quality outcomes for all students
- To appraise and manage staff performance, ensuring CPD is appropriate and effective
- Evaluate the quality of provision and outcomes through robust self-assessment and use the findings to develop capacity for sustainable improvement
- Contribute to whole school improvement plans and effectively lead strategic planning in the department
- Manage funding and resources effectively, support the school in achieving best value
- To carry out the duties of a school leader, as set out in the Teachers Pay and Conditions document

Student Outcomes – work with the department to:

- assess, monitor, record and report on the learning needs, progress and achievement of students within the department; ensure progress is rapid and sustained
- design assessment points and effective homework activities in order to monitor on going progress and extend learning beyond the classroom
- set effective targets for students and to be accountable for the meeting of them
- use data effectively to track progress and co-ordinate intervention; record & evaluate the impact of interventions
- identify vulnerable students or groups of students and intervene to support them
- meet targets for accredited qualifications including GCSE
- ensure the staff communicate effectively with parents
- assess students' approach to learning within the department and support where necessary to maintain high standards of engagement
- ensure there are high expectations for all students; school and department policies designed to improve standards of achievement are implemented; staff have an awareness of their responsibility for the Health, Safety and Welfare of students

Curriculum – work with the department to:

- deliver and assess agreed programmes of study and courses
- manage and keep up to date suitable schemes of work
- ensure that the department's equipment and resources are maintained in good order and that the rooms allocated for the department's use are cared for and offer an attractive environment for students
- network with other comparable schools and interact with advisors and inspectors as required

- ensure that cross curricular themes of literacy and numeracy are embedded in departmental practice
- provide a wide range of related extra-curricular activities to appeal to all students and increase participation across the whole school; provide high quality enrichment and extension experiences
- To fulfil the role of a classroom teacher as set out in the Enlighten Learning Trust teacher job description
- To undertake any other tasks as reasonably requested by your Line Manager.