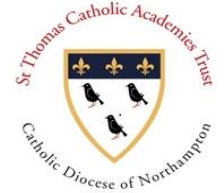




ST JOSEPH'S CATHOLIC HIGH SCHOOL

JOB DESCRIPTION: HEAD OF DEPARTMENT



Post Title	HEAD OF DEPARTMENT
Purpose	To develop and lead an exciting curriculum by guiding the department sufficiently, enabling the highest level of pupil progress and attainment.
Reporting To	Senior Leadership Team
Responsible for	Providing strategic leadership and effective line management for the department. To secure high quality teaching and the effective use of resources to ensure that expected standards are met, maintained and exceeded.
Working Time	Full Time or Part Time
Salary Range	UQ/MPS/UPS
DBS Disclosure Level	Enhanced.



ST JOSEPH'S CATHOLIC HIGH SCHOOL



JOB DESCRIPTION: HEAD OF DEPARTMENT

Main Duties	<p><u>Leadership</u></p> <ul style="list-style-type: none">• To establish the vision and strategic direction for the department and implement and develop an appropriate curriculum.• To lead, motivate, encourage and develop the department team.• To ensure that the aims and policies of the school are implemented and developed through the curriculum and by the department team.• Contribute to the raising of standards of student progress and attainment.• Develop and implement policies and practices for the department which reflect the school's commitment to high achievement and progress.• Establish short/medium/long-term plans for the effective development of the department.• Monitor the progress made by the Department in meeting key targets and evaluate the impact of teaching and learning including targets for improvement <p><u>Learning , Teaching and Assessment</u></p> <ul style="list-style-type: none">• Develop high quality syllabuses and schemes of learning for all year groups, in line with National Curriculum requirements, that are inspiring for learners and teachers alike• Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils, matched to their needs and ensuring progression.• Assisting in the professional development of teachers including inset training as may be appropriate.• Supervising and supporting beginner teachers and Newly Qualified Teachers (NQT's) as appropriate.• Maintain accurate pupil data that can be used to make teaching more effective• Manage pupil behaviour effectively.• Maintain a strong sense of teamwork and collective responsibility.• Take opportunities to further your own professional development.• Apply school policies and procedures consistently.• Form professional and collaborative working relationships with colleagues.• Attend meetings, as required, in line with parameters agreed by professional associations. <p><u>School Culture</u></p> <ul style="list-style-type: none">• Support and promote the Catholic values and ethos of the school.• Support the School's values and ethos by contributing to the development and implementation of policies practices and procedures.• Help create a strong School community, characterised by consistent, orderly behaviour and caring, respectful relationships.
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ST JOSEPH'S CATHOLIC HIGH SCHOOL



JOB DESCRIPTION: HEAD OF DEPARTMENT

- Help develop a school culture and ethos that is utterly committed to achievement.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the Headteacher.