



# PASSMORES COOPERATIVE LEARNING COMMUNITY

## Job Description

**Title: Head of Department**

**Line Manager: Senior Leadership Team**

**Performance Management Reviewer: Senior Leadership Team**

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### **Key responsibilities:**

*The postholder will meet the requirements as specified in the Conditions of Service for Teachers and is responsible for being aware of such requirements.*

The teacher is to carry out the responsibilities as defined within the Conditions of Service for School Teachers. In addition, the teacher is responsible for the following actions:

### **Job Purpose**

To improve the community we serve one student at a time. Teachers are capable of changing lives and we are committed to doing just that. A teacher must ensure the highest possible outcomes whilst making sure that no one is left behind.

1. To rigorously and regularly monitor the progress of students within the subject area against school and departmental targets. To identify student under achievement and to intervene as required
2. To review, evaluate and revise schemes of work at Key Stages 3 and 4 to ensure that they assist students in rigorous, appropriate and creative learning
3. To research and develop new courses at all Key Stages consistent with student needs, school aims, department aims and national education agendas and directives
4. To ensure that appropriate Assessment, Recording and Reporting procedures are in place. To assess, record and report on the development, progress and attainment of students within the guidelines of the Staff Handbook and the assessment policy of the school
5. To place particular importance on ensuring that students with special educational needs and identified Able, Gifted and Talented students, receive full support and an appropriately modified curriculum experience. To identify areas of student concerns with the SENCO and liaise with Co-ordinators as appropriate

6. To lead and manage (including appropriate delegation) activities relating to continuous improvement that arise from evaluation of performance data within the subject and to be accountable for the impacts of these improvements
7. To promote and facilitate the general progress and well-being of individual students in assigned groups providing educational guidance on matters relating to their subjects
8. To oversee the implementation of the school's Learning and Teaching policy, together with all other school policies
9. To ensure that appropriate risk assessments are carried out and that Health and Safety policies are in place
10. To ensure that all students are entered for public examinations at the appropriate level.

### **Leading, developing and enhancing the teaching practice of others**

1. To regularly monitor the work of all members of the department and the progress of students taught by individual members. To provide support and direction as required
2. To be a role model of exemplary practice for colleagues within the department and across the whole school
3. To support and implement the school's programme of continuous professional development. To implement the NQT and professional development programme within the subject area and act as a mentor as required
4. To make regular informed judgements about the quality of teaching and learning within the department and to implement strategies for improvement as a result of these judgements.

### **Accountability for leading, managing and developing at subject leader level and across the curriculum**

1. To advise the Co-Principals and Leadership Team, and contribute to school planning, with specific reference to the subject needs and the Passmores Improvement Plan
2. To oversee the effective management of resources and stock, ensuring that value for money principles are always observed
3. To keep up to date with the specialist subject and developments in pedagogy and how they can be applied to learning in the Science department
4. To keep up to date with inspection and data return requirements and to share this knowledge and expertise with departmental colleagues
5. To lead and attend appropriate meetings
6. To support colleagues with behaviour management and to make the connections with behaviour for learning and classroom pedagogy
7. To provide information to the Governing Body as necessary.

### **Line Management Responsibilities**

1. To line manage a department, including appropriate professional development activities, routine organisation, deployment and strategic team activities

## **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Co-Principal to carry out appropriate duties within the context of the job, skills and grade.

## **Well Being and Mental Health**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

## **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

## **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

## **Other specific duties**

1. To play an active part in the life of the school community

*The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title*

**Vic Goddard**  
**CEO**  
**June 2026**

### Person Specification

<b>Person Specification - Teacher</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence source</b>
Qualified Teacher Status (or pending PGCE/QTS outcome)	✓		Application
Evidence of knowledge and capabilities relating to the teaching of the subject.	✓		Application
Clarity of purpose and a student-centred vision	✓		Application Reference Interview
Good personal and interpersonal skills	✓		Reference Interview
Good oral and written communication	✓		Application Interview
Good time-management and personal organisation	✓		Reference
Must support the school's aims and values, setting a good example of attendance, punctuality and appearance	✓		Reference Interview
An effective teacher who has a good rapport with students of all abilities	✓		Reference Teaching task
The drive, passion and ability to become a truly great teacher	✓		Application Reference Interview Teaching
Passionate about the learning and achievement of every student	✓		Reference Interview
Confident about using data to improve levels of achievement	✓		Application Reference Interview
Good personal word-processing and other ICT skills		✓	Application Reference