



## Head of Department Job Description and Person Specification

Title of Post	<b>Head of Department</b>
Remuneration	<b>TLR2A</b>
Reporting to	<b>Head of Faculty</b>

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:

- To support the school's aims, ethos and values
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, staff code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

### **Purpose of post**

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

### **MAIN (CORE) DUTIES**

#### **OPERATIONAL/STRATEGIC PLANNING**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

- To lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the school.
- To link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

### **CURRICULUM PROVISION**

- To liaise with the Head of Faculty and Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum and extra-curricular programme which complements the School Improvement Plan/School Evaluation

### **CURRICULUM DEVELOPMENT**

- To lead curriculum development for the whole department including extra-curricular activities.
- To keep up-to-date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Head of Faculty and Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of the subject is in line with national developments.

### **STAFFING**

- To work with the Head of Faculty and Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- If appropriate, to be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

### **QUALITY ASSURANCE**

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

### **MANAGEMENT INFORMATION**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

- To produce reports within the quality assurance cycle for the department as appropriate.
- To produce reports on examination performance, including the use of value-added data as appropriate.
- In conjunction with the Data Manager, to manage the department's collection of data.
- To provide the Governing Body with relevant information relating to the Department performance and development.

### **COMMUNICATION**

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Department's views and interests.

### **MARKETING AND LIAISON**

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

### **MANAGEMENT OF RESOURCES**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Head of Faculty and Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

### **PASTORAL SYSTEM**

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

### **TEACHING**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### **ADDITIONAL DUTIES**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

### **OTHER SPECIFIC DUTIES**

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

	Essential	Desirable
<b>Qualifications</b>	QTS	Good Honours Degree Further Professional Qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years teaching experience in a secondary school</li> <li>• Evidence of being able to lead, manage and be responsible for initiatives/ developments</li> <li>• Evidence of taking responsibility for own professional development</li> <li>• Evidence of good teaching skills, leading to consistently high standards of achievement</li> <li>• Knowledge of current generic developments in teaching and learning</li> <li>• Evidence of working with other professionals as part of a team</li> <li>• Experience of using ICT for subject development</li> <li>• Successful experience in raising student achievement and adding value</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of more than one secondary school</li> <li>• Experience of line managing others and conducting performance appraisal reviews and target setting</li> <li>• Experience of leading change</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of the characteristics of high quality teaching and effective learning</li> <li>• Understanding of how to use data to inform planning and improve pupils' performance</li> <li>• Understanding of a range of assessment for learning approaches, including grades where appropriate</li> <li>• Evidence of successfully planning and implementing curriculum developments</li> <li>• Evidence of leadership skills</li> <li>• Ability to build and work with an effective team</li> <li>• Excellent written, verbal and non-verbal communication skills</li> <li>• Understanding of key educational issues</li> <li>• Ability to work under pressure, meet tight deadlines and pay attention to detail</li> <li>• High level of interpersonal skills with the ability to maintain a positive profile with students, staff and parents</li> </ul>	<p>Evidence of being able to develop best practice through wide range of imaginative approaches</p> <p>Evidence of being able to create an excellent climate for learning within teaching area</p> <p>Evidence of being able to engage with developments in teaching and learning strategies to raise achievement</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• Motivational Skills</li> <li>• Team-working skills</li> <li>• Reliability and Integrity</li> </ul>	Proactive involvement in creative and innovative teaching developments

	<ul style="list-style-type: none"> <li>● Personal Organisation</li> <li>● Flexibility</li> <li>● Reflective and self-evaluative</li> <li>● Innovative and creative approach to all aspects of the job role</li> </ul>	Willingness to take on delegated responsibility
--	---	---

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically. Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.