



JOB DESCRIPTION

Job Details

Post Title	Head of Department
Responsible to	Principal

Purpose of job

OBJECTIVES:

The Head of Department (HOD) will provide professional leadership and management of their curriculum area(s) in order to secure excellent standards of teaching, learning and achievement. The HOD will be committed to ensuring a climate of high expectations resulting in positive attitudes and high levels of motivation amongst staff and students.

Developing constructive working relationships and providing the best possible care lies at the heart of the Academy's ethos. Heads of Department are expected to engage the full support of their staff in this venture, overseeing the work of the tutors in the department to maximise student growth and performance. The role of Heads of Department in the Academy is crucially important and comes with a high degree of autonomy and accountability in terms of curriculum design, planning and implementation.

In addition to the general duties of a teacher, as outlined in the job description for teachers at Brooke Weston, the Head of Department will undertake and be responsible for the following activities:

MANAGERIAL ROLE:

- Lead, manage and develop the curriculum area(s) in the department.
- Monitor the quality of teaching and learning and be accountable for the academic progress of students in the department.
- Evaluate relevant assessment data and subsequent identification of area for development.
- Establish a climate of high expectations and positive attitudes amongst students in academic achievement, student care and behaviour.
- Draft the annual departmental action plan in line with Academy development priorities.
- Induct and support new and trainee staff in the department.
- Co-ordinate CPD activities for the department and individual staff acting as coach and mentor as appropriate.
- Performance management of teachers in the department.
- Effective deployment of the departmental budget and resources.

LEARNING AND TEACHING ROLE:

- Provide a fully differentiated curriculum which inspires and engages students and supports the learning of students of all abilities.
- Provide a range of academic and vocational routes for students at Key Stage 4 and Key Stage 5.
- Demonstrate exemplary classroom practice modelling effective strategies with staff in order to develop them.

Purpose of job *CONTINUED*

MONITORING AND REVIEW:

- Identify appropriate attainment targets for the department and individual teachers.
- Monitor student progress and achievement against individual targets.
- Identify and implement appropriate strategies to support students to achieve their target grades.
- Implement appropriate quality assurance mechanisms to ensure excellent standards of learning and teaching.
- Contribute to the annual whole Academy review and the self evaluation process.

LIAISON ROLE:

- Liaise with external agencies as appropriate to ensure the department is at the forefront of educational initiatives with the subject.
- Liaise with SMT to ensure that Academy and departmental targets and improvement strategies are pursued and achieved

STAFF DEVELOPMENT ROLE:

- Induct, support and monitor new and trainee staff.
- Identify staff development needs and co-ordinate with the Senior Assistant Principal (Teaching and Learning).
- Ensure that performance management arrangements are effectively discharged within the department.

OTHER DUTIES:

Any other duties as deemed appropriate by the Principal.

Collegiate responsibility

In addition to the specific responsibilities of this post, every member of staff at Brooke Weston will commit to :

- ✓ *Providing a courteous and efficient service to students at all time*
- ✓ *Using their influence with other staff and students to promote high standards of behaviour and order within the Academy*
- ✓ *Working to maintain the Academy at the forefront of educational practice*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation*

Performance Management

All staff will participate in Brooke Weston's Performance Management Review scheme as outlined in the Academy's pay and CPD policies.

Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.