

Lead Teacher: Job Description

Line of responsibility

The head of department is directly responsible to the deputy headteacher (or head of faculty or assistant headteacher as appropriate).

Line management

The head of department/faculty is responsible for the performance of all staff within the department/faculty, including acting as team leader within the school's appraisal scheme.

Job content

Strategic purpose

The head of department/faculty will play a major role, under the direction of the leadership team, in establishing the aims and objectives of the department/faculty to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives. S/he shall lead the staff appraisal arrangements within her/his department/faculty and set challenging targets to ensure that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school's development plan.

Core responsibilities

- Overall responsibility for all teaching and learning within the department/faculty.
- Ensure through the effective operation of assessment, recording and reporting systems that all pupils within the department/faculty meet agreed targets, both individually and across the department/faculty, and shall ensure that schemes of work include provision for personalised learning.
- Ensure that all members of the department/faculty are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the department/faculty is adequately resourced to fulfil its function within the school.
- Keep abreast of national strategy and developments impacting on the subject area/s and ensure information is communicated to the department/faculty and whole-school staff, and the department/faculty is responsive to such developments.
- Contribute to curriculum development and timetabling as required.
- Oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the department/faculty.
- Work within the school's professional development programme to ensure that s/he and the members of the department/faculty keep their knowledge and expertise up to-date.
- Play a key role in the appointment of staff within the department/faculty and shall put in place arrangements for the mentoring of newly qualified and trainee teachers within the subject area/s as required.

- Represent the interests of the department/faculty within the wider management of the school and participate in any collaborative arrangements with other schools which may benefit the development of the department/faculty.
- Agree appropriate professional targets annually with the appropriate senior leader, who will monitor and review her/his performance in accordance with the school's appraisal policy.
- Manage the departmental/faculty budget/s and ensure value for money in resourcing the department/faculty.
- Contribute as appropriate to whole-school initiatives such as induction days and shall encourage extra-curricular activities and educational visits within the school guidelines.
- Be responsible for all aspects of health and safety within the department/faculty.
- Attend heads of department/faculty meetings.