

**Job Title:** Head of Department  
**Responsible to:** Associate Vice Principal, Associate Principals, Executive Principal  
**Responsible for:** All teachers and support staff attached to curriculum area

## OVERALL RESPONSIBILITY

- To be accountable for the strategic direction, leadership and management of the department, the development and implementation of subject policies, plans, targets and practices within the context of the school's aims, objectives, policies and procedures.
- To be accountable for the highest standards of student achievement within the department, by tracking student progress, monitoring and evaluating student achievement and setting targets for improvement.
- To lead, develop and enhance the teaching and learning within the department, evaluating the quality of teaching, leading best practice, and securing and sustaining effective and challenging teaching of the subject.
- To line manage effectively the teaching staff and deploy teaching in the department, motivating and supporting colleagues in developing innovative teaching strategies.
- To take responsibility for all departmental administration.

## SECTION 1 GENERAL LEADERSHIP & MANAGEMENT DUTIES

### Leadership & Curriculum Development

1. To contribute to the strategic development of the school by providing advice, challenge, insight and experience that will be beneficial to the activity and the development of the organisation.
2. To create a culture and environment that is conducive to success through innovation, enthusiastic delivery of vision, development of Subject Mastery and a clear sense of purpose and pride about the department and its work.
3. To organise and direct the teaching of the subject(s) in accordance with school policies, having due regard to the National Curriculum, Examination Board Specifications, cross-curricular implications (e.g. Healthy Schools) and health and safety.
4. To co-ordinate the production and maintenance of the departmental handbook and Department Improvement Plan (DIP), and implement, monitor and evaluate all departmental policies and documentation.
5. To set and implement annual targets for the department within the Departmental Improvement Plan and Examination Results Review consistent with the School Improvement Plan.
6. To be responsible for all departmental systems and the delegation of duties where appropriate.
7. To track, monitor and support through intervention the progress of all students in reaching their potential.
8. To organise appropriate extra-curricular activities, educational visits and outside speakers.
9. To contribute to the development of the school's Science and Language College and Leading Edge status.
10. To develop comprehensive sequenced schemes of work adapted for Most Able and SEND students, incorporating a variety of assessments at key points to enable accurate judgements on student progress to be made.
11. To develop departmental strategies to promote RWCM and SMSC including citizenship.
12. To quality assure assessments and reports.

13. To chair effective department meetings and ensure that action points are recorded, circulated, actioned and kept.
14. To be responsible for the distribution and spending of the capitation allowance of the department, in accordance with school policy, ensuring the proper use of resources.
15. To maintain an inventory of equipment and resources and undertake an annual stock take.
16. To market activities undertaken by the department through use of excellent display, weekly bulletin, e-newsletter and school website.

### **Continuing Professional Development**

1. To be responsible for the induction, support and professional development of staff attached to the department in conjunction with the designated member of the Senior Leadership Team
2. To assist with the recruitment and appointment of staff to the department.
3. To establish with the staff of the department high levels of expectation, and to ensure that behaviour management strategies are in place and implemented.
4. To be responsible for using the Performance Management process to develop the personnel and professional effectiveness of each member of staff in the department.
5. To meet regularly with colleagues to discuss, review and monitor progress. Mentor and coach members of the team to support and improve practice.
6. Ensure that full attention is given to staff health, safety and welfare and to develop systems of work to minimise risks to employee mental health and wellbeing as referenced in the Mental Health and Wellbeing Policy.
7. To be an efficient and effective teacher and role model to the members of the department and school.
8. To keep up to date with research and developments in education and undertake any necessary professional development identified in the School Improvement Plan or Performance Management review.
9. To be involved in the development of trainee teachers attached to the school as part of the CTTC and the support of Early Careers Teachers as part of Alpha Teacher Development.
10. Maintain a professional portfolio of evidence and departmental learning log to support the Performance Management process.

### **Wider Responsibilities**

1. To develop and maintain effective methods of communication with the Executive Principal, SLT, other staff, students, parents, governors, external agencies and the wider community. Act as the initial contact regarding all issues relating to the subject area.
2. To keep a high profile around the school being visible and active at lesson change and during non-structured time.
3. To use leadership and management time, and 'gained time' effectively.
4. To participate in the 11+ entrance examination testing day(s).
5. To undertake such other duties as may be agreed upon from time to time with the Executive Principal/Associate Principals.

The duties of the post may be varied to meet changed circumstances in a manner compatible with the post held.

## **Health and Safety Responsibilities**

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviour
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.
- Ensuring the health and safety competence and capability of employees under their control.
- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Executive Principal or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

## **SECTION 2 - ADDITIONAL DUTIES FOR THIS POST**

Various tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's continuing professional development programme, and will be attached to the job holders own job description.

*The job descriptions of Form Tutor and Subject Teacher apply to this role also.*

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of the Executive Principal/Associate Principals or the incumbent of the post.