

Job Description

Post: Head of Department

Responsible to: The Headteacher, members of the senior leadership team (SLT) and the governing body

Reporting to: Head of Art/DT

Liaising with: Assistant Headteachers for Curriculum and Co-Curricular, Senior Leadership Team, other Heads of Department and Subject Leaders, Inclusion, Trust Staff, Parents

Responsible for: Curriculum Aspect Leaders (where applicable), teaching staff and other relevant personnel within the curriculum area and involved in the delivery of external programmes.

Salary: MPS/UPS 1-3 + TLR in line with the Community Academies Trust Pay Policy.

Location: The Wilnecote School, Tinkers Green Road, Tamworth, Staffordshire, B77 5LF

Main purpose of the job

- Contribute to the formulation of the school's aims and policies and ensure that they are translated into action in the classroom
- Secure continuous improvement leading to transformation in the teaching of the subject, raising standards and producing the highest levels of student achievement.
- To be accountable for leading, managing and developing the subject/curriculum areas as well as student progress and development
- To effectively lead, manage and deploy teaching/support staff and financial resources within the Department

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document.

Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process.

Teaching, Learning & Curriculum

- To ensure the delivery of an appropriate, inclusive, high quality, innovative curriculum programme that is in line with the school's wider plans (School Plan) and enhances them.
- To liaise with Heads of House to ensure a coordinated approach to learning support for each student
- To be accountable for the delivery of the subject
- To constantly explore improvement, innovation and personalisation
- To keep up to date with national developments in the Department including teaching methodologies
- Contribute to our international dimension
- Develop Work Related Learning

Operational/Strategic

- Model excellence in day-to-day leadership
- Collaboratively establish and implement a vision for the Department and its place in the wider school curriculum
- Collaboratively (Staff, Students, Parents) lead the formulation of a transformation plan
- Lead the development of high quality, learning centred policies, practices and schemes of work which:
 - Ensure continuity and progression for the learning of all students, actively planning for all student groups (eg. HPA, PP & SEND) and managing specific intervention processes as appropriate.
 - Meet the requirements of the National Curriculum
 - Ensure methods of assessment (incorporating principles of AFL), recording and reporting improve student learning and achievement
- Day-to-Day:
 - Play an active role in the running of team and cluster wide meetings with action minutes to SLT meeting minimum calendared requirements
 - Contribute to the direction of the wider school curriculum as part of a team of Middle Leaders
 - Engage in and encourage innovation
 - Implement and operate the school's Health and Safety policy in the subject area
- Work with Department Post Holders and other staff to ensure the Department reflects the school's ethos and aims
- Ensure ICT enhances student learning

Staff

- Lead, guide, support, mentor and develop Post Holders. Hold them accountable for their work.
- Set expectations for staff and students, in the context of school policies, and help them to achieve those standards in relation to the delivery of "Ensuring Excellence" and in particular our values.
- Help to identify and respond to the professional learning needs of staff utilising all available expertise and provision
- Provide induction, support and training for new staff and trainee teachers
- Develop effective working relationships with SLT, other leaders and staff in the school
- Ensure the Department team offers an effective first line of support for staff in student disciplinary matters that is in line with whole school disciplinary procedures
- Undertake performance management review(s), acting as a reviewer for a group of staff in the Department encouraging challenging target setting
- Contribute to the assessment of staff skills in support of UPS progression based on sound evidence
- Participate in recruitment and selection
- Act as a positive role model for staff on a day-to-day basis

Communications

- To ensure effective collaboration with staff, parents and students
- To liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies
- Excite and engage visitors at Open Evenings, and other events
- Liaise with partner primary schools to ensure continuity of learning as part of an effective transition from KS2 to KS3

Resources

- Set priorities for expenditure and manage budgets in line with improvement plans
- Ensure the effective management of accommodation and learning resources including ICT
- Deploy staff

Safeguarding children and young people

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. It is expected that ALL staff have read and understand the document ***'Keeping children safe in education'***.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Other

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Staff are required to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

In addition - the role of Head of Department includes fulfilling the Job Description of a Classroom Teacher

Head of Department Person Specification

Qualifications

- Qualified teacher status or recognised equivalent.

Experience

- Teaching experience with the age range and/or subject(s) applying for.
- Evidence of continuing and recent professional development relevant to the post.
- High standard of subject knowledge and knowledge of recent developments and current issues in the curriculum area
- An outstanding classroom practitioner with the ability to motivate young people and secure at least good progress for all learners.
- Ability to plan and deliver outstanding lessons that use a range of teaching methods and cater appropriately for the learning and progress of all students
- Knowledge and implementation of monitoring systems to inform and deliver improved teaching & learning and student outcomes
- Evidence of leading subject / faculty initiatives that have impacted positively on student learning and progress
- Evidence of professional learning appropriate to this post
- Experience of parental / community involvement to secure improved outcomes - Desirable

Knowledge and skills - The ability to effectively:

- Ability to lead strategic planning and developments, to think analytically and set challenging targets and success criteria
- Ability to plan and carry out accurate self-evaluation which is used to inform judgements and priorities for development
- Effective communication and ICT skills
- Ability to plan, manage own time and prioritise / set targets
- Ability to work well and show resilience under pressure

Commitment

- Have a relentless enthusiasm for teaching, for the subject and for making a difference to the learning outcomes of students
- To achieving improved educational outcomes for all learners and reducing any gaps in achievement
- Have outstanding interpersonal skills and the ability to build relationships and work closely with people from a wide range of backgrounds at all levels
- Commitment to distributed leadership and the ability to work collaboratively with others
- Commitment to inclusive education and helping all students to fulfil their potential
- Commitment to the vision, values and ethos of the school
- Commitment to safeguarding and promoting the welfare of young people
- Creative thinker and happy to take calculated risks
- Sense of humour and sense of proportion
- Commitment to the role of Form Tutor
- Equalities
- High quality, stimulating learning environments
- Willingness to undergo appropriate checks, including enhanced DBS checks
- Motivation to work with children and young people

- Ability to create a happy, challenging and effective learning environment
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Ability to establish and develop close relationships with parents, governors and the community
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Have a willingness to demonstrate commitment to the values and behaviours which flow from CAT ethos
- Relate positively to and showing respect for all members of the school and wider community ongoing relevant professional self-development

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	