

**Job Title: Head of Department****Responsible to: SLT line manager,**

**VISION AND PURPOSE:** To be accountable for the learning and achievement of students in all provision and deliver an appropriately broad, balanced and differentiated curriculum for students whilst supporting the development of the department as appropriate

**Main Duties:**

- 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 academy and the curricular policies determined by the Governing Body and Principal of the Academy
- 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.

**Operational/ Strategic Planning**

- To lead the development of appropriate 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 assist in monitoring and following up student progress
- To implement Academy 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 Academy.
- 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 Academy's Health and Safety Manager / relevant staff.
- To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the Academy.

**Curriculum Provision:**

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Evaluation.
- To be accountable for the development and delivery of your specific curriculum area throughout the Academy.
- To lead the relevant department
- To have a vision for the department within and beyond the curriculum and is able to communicate that vision

**Curriculum Development:**

- To lead curriculum development for your specific curriculum area.
- To provide a broad and balanced curriculum to meet the needs of all
- 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, local and academy level.
- To liaise with the SLT/exam officer to maintain accreditation with the relevant examination and validating bodies.

**Staffing:**

- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the area's technicians/support staff as appropriate.
- To undertake performance management reviews and to act as reviewer for a group of staff within the area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Manager/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 academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's training programmes as appropriate.
- To be responsible for the day-to-day management of staff within the Department and act as a positive role model.

**Quality Assurance: (in liaison with line manager)**

- To lead effective quality assurance processes across the department.
- 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 Academy procedures for lesson observation.
- To monitor and evaluate the curriculum area/Department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

**Management Information:**

- 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.
- To produce reports on examination performance, including the use of progress and attainment data.
- To provide the Governing Body with relevant information relating to the Department's performance and development.

## **Performance Management**

Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

**In addition to the above requirements, all staff are required to promote the ethos of the Academy by:**

- Being strong leaders in their own right with pupils of all attainment levels.
- Being a positive leader of the Academy ethos, demonstrating a “can-do” solution focused mentality.
- Being a strong presence wherever they are in the Academy.
- Modelling high standards in expectations and practice.
- Following Academy policy and promoting policy in all areas and at all times.

## **Notes**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.