



Job Description

Post Title: **Head of Department/Faculty**

TLR Allowance:

Reporting to: **Member of the Leadership Group**

Liaison with: **Head of School, Leadership Group, Subject Leaders, Heads of Departments and external agencies and parents.**

TLR:

In addition to the responsibilities of class teacher as set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Purpose of the post:

- To be accountable for and raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be aware of the latest curriculum developments and research on learning in the curriculum area, and disseminate this, as appropriate, including leading staff training.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and personal best.
- 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 Academy and Head of School.
- To monitor the quality of Teaching and Learning standards within the department and set action plans to tackle underperformance.
- To be accountable for leading, managing and developing the subject area within the department to support and promote it as a beacon of good practice.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.
- To act as a positive role model for staff and students within the academy and support the culture of high expectations and high aspirations for all.

Strategic Planning:

- To develop and review syllabuses, resources, schemes of work, marking, assessment and teaching and learning strategies in the department.
- To have a clear subject area improvement plan and ensure it is implemented to raise standards within the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress including application of intervention strategies as appropriate.
- To implement Academy Policies and Procedures, e.g. Equal Opportunities, Health and Safety.

- 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 Finance Manager.

Curriculum:

- To liaise with line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost- effective curriculum programme which complements the Academy Development Plan/Academy SEF.
- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To ensure the needs of different groups are met by adapting the curriculum.
- To identify additional accredited courses to ensure pupils have the greatest success.

Management Information:

- To maintain appropriate records providing relevant, accurate and up to date information on the progress of students.
- To track students progress and use this information to inform teaching and learning including additional intervention.
- To ensure all tracking information is uploaded by the stipulated time.
- To quality assure data from across the department.
- To organise intervention programmes.

Recruitment / Deployment of Staff:

- To work with the LG Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs, for example supporting colleagues who have an area(s) for development.
- To undertake appraisal review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- 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 be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance:

- To follow the academy quality assurance calendar.
- To adhere to the academy target setting process and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles and positively contributing to Faculty discussions
- To contribute to the academy procedures for lesson observation.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of self-evaluation and the Academy Development Plan.
- To produce an annual examinations analysis and department review as part of the academy's self-evaluation cycle.

Communications:

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Development Plan.
- To disseminate information from meetings to colleagues within the department
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with governors, other academies, higher education establishments, industry, examination boards, awarding bodies and other relevant external bodies.

- To represent the department's views and interests.

Marketing and Liaison:

- To contribute to the academy liaison and marketing activities, e.g. the collection of material for press releases, the Academy website and relevant social media.
- To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.

Management of Resources:

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- To work with the LG Line Manager to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To be familiar with the academy's Safeguarding Policy and to report concerns to the designated Safeguarding Officer.
- To ensure the Behaviour for Learning system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship, enterprise and other cross-curricular issues according to academy policy.
- To model positive relationships and behaviour at all times.

Other Specific Duties:

- To play a full part in the life of the academy community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To conduct appraisal reviews and setting targets with members of the department.
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate.
- To develop subject links with external agencies.
- To show a record of excellent attendance and punctuality.
- To be flexible and adapt to change.
- To be able to show a proactive approach to problem solving.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

I agree that this job description conveys an accurate description of this job.
This job description is not exhaustive and subject to review by the Head of School in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed Date
On behalf of Greenacre Academy Trust

Signed..... Date.....
Employee