



## Head of Department Job Description

### Main purpose of the job:

- To lead and manage the Department
- To lead and manage the implementation of a challenging, coherent and cumulative curriculum to be taught by a highly motivated team of staff.
- To ensure the aims and objectives of the curriculum match the needs of the students of all abilities and ages.
- To ensure that innovative approaches to new technology are deployed within the curriculum area.
- To ensure that staff development needs within the department are identified and that appropriate programmes are designed to meet such needs.
- To participate in the interview process for teaching staff when required and to ensure effective induction of staff in line with Academy procedures.
- To promote effective teamwork and motivate staff to ensure effective relations.
- To contribute towards the Academy's procedures for lesson observations.
- To contribute to the Academy improvement plan and embed a meaningful monitoring and review process.
- To make effective use of analysis and evaluate performance data provided.
- To lead the collection of data for analysis and evaluation.
- To identify and take action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the actions taken.
- To produce reports based on staff and student performance when required to do so.
- Be responsible for the learning and achievement of all students in your classes ensuring quality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, others staff and external agencies in the best interests of students.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the academy.

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## Duties and responsibilities:

- To lead and manage the department as outlined above.
- 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 regards to the Teacher Standards (2012).
- Teachers' performance will be assessed against the teacher standards as part of the appraisal process, relevant to their role in the Global Academy as outlined in the Academy Appraisal Policy.

## Teaching:

- Deliver the curriculum as relevant to the age and ability group/ subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes for the students you teach.
- Be aware of students' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how students learn.
- Have a clear understanding of the needs of all students, including those with special educational needs; gifted and talented; EAL; disabilities; and to be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure students' progress.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Participate in arrangements for examinations and assessments.

## Behaviour and safety:

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

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- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out break, lunchtime and after hours' duties as directed.
- Be responsible for promoting and safeguarding the welfare of children and young people within the Academy, raising any concerns following academy protocols/ procedures.

## Team working and collaboration:

- Participate in and lead relevant meetings/ professional development opportunities at the academy, which relate to learners, curriculum or organisation of the academy including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate, threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Lead the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy.
- Occasionally covering for absent colleagues.

## Fulfil wider professional responsibilities:

- Lead others in developing effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents / carers with regards to students' achievements and well-being using academy systems/ processes as appropriate.
- To support those staff in your department with effective communication with parents/ carers.
- Communicate and cooperate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the academy, and encourage staff within your department to do the same.

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## Administration:

- Register the attendance of and supervise learners, before, during or after academy sessions as appropriate.
- Participate in, lead on and carry out any administrative and organisational tasks.

## Professional Development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approach where necessary responding to advice and feedback from colleagues.
- Offering advice and feedback to members of the department as above.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the academy or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Global Academy Appraisal Policy.

## Other:

- To have professional regards for the ethos, policies and practices of the academy, and maintain high standards in your own attendance and punctuality.
- Perform and reasonable duties as requested by the Principal.