



JOB TITLE: Head of Department

BAND: TLR1

JOB PURPOSE

In addition to the main responsibilities of a Teacher the Head of Department has the responsibilities set out below.

KEY CORPORATE ACCOUNTABILITIES

- To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- To make sure that the strategic objectives of the school are reflected in the work and development of the department and the practice of the teachers
- To draft, monitor, review and report those aspects of the school improvement plan that apply to the department
- Using the agreed procedures and practices of the school, monitor the quality of provision and the quality of teaching and learning, which may include direct observation, sampling work, reviewing planning documentation, for example
- To be responsible for the management and supervision of the teachers working in the department, including their performance management and continuing professional development
- To make sure that long term, medium planning, short term and individual pupil planning is undertaken and implemented by teachers in the department within the framework of school policy and procedures
- To have overall responsibility for target setting, the analysis of targets and their review
- To have overall responsibility for all aspects of assessment in the department and for leading the analysis of data and the improvement of the effectiveness of assessment for supporting pupil achievement
- To lead curriculum development in the department
- To be responsible for the quality of pupil behaviour and discipline in accordance with school policy and procedure
- To lead and manage the day-to-day operation of the department
- To monitor and manage the departmental budgets in accordance with the financial procedures of the school



- To assist and support the senior leadership team with staff recruitment.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full