HORNCHURCH
HIGH SCHOOL
EXCELLENCE FOR ALL

Job Title: Head of Department
School: Hornchurch High School
Reports to: Senior Leadership Team

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

Main Purpose of the Post

The Head of Department is responsible for:

- Professional leadership of the department.
- Planned and strategic development of the department in accordance with the objectives of the school improvement plan.
- Quality of provision, the quality of teaching and learning and pupil outcomes.
- Line management and performance management of teachers working in the department and the day-to-day supervision of any other staff working in the department.
- Support and work with other Heads of Department.

Main Duties and Responsibilities

1. 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.
2. To draft, monitor, review and report those aspects of the school improvement plan that apply to the department.
3. 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.
4. To be responsible for the management and supervision of the teachers working in the department, including their performance management and continuing professional development.
5. 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.
6. To have overall responsibility for target setting, the analysis of targets and their review.
7. 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.
8. To lead curriculum development in the department.
9. To be responsible for the quality of pupil behaviour and discipline in accordance with school policy and procedure.
10. To lead and manage the day-to-day operation of the department.
11. To monitor and manage the departmental budgets in accordance with the financial procedures of the school.
12. To assist and support the senior leadership team with staff recruitment.

Note: *The responsibilities of this job description may be subject to annual review, subject to the normal processes of discussion and consultation with the post holder*

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Person Specification – Head of Department

Skills and Abilities	Essential	Desirable	Assessed by
The ability to lead the school team effectively and efficiently and work with other professionals and agencies	✓		Interview
Communication skills, oral, written and presentational	✓		Application Interview
Ability to model well planned, organised and innovative lessons for the department	✓		Lesson Observation Interview
Proficiency in the use of ICT and the software programmes used in schools		✓	Application
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the department/faculty	✓		Application Interview Lesson Observation
The ability to manage departmental information and data for purposes of recording, monitoring, evaluation and reporting for both department and faculty	✓		Application Interview
Knowledge			
Relevant (to be agreed) subject and/or curriculum expertise	✓		Application
The ability to lead curriculum development and innovation	✓		Application Interview
How to motivate a team of staff	✓		Interview
Understanding of how children and young people learn, develop and progress through life stages and events	✓		Application Interview
Use of technology to effectively motivate children to learn	✓		Interview
Plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application Interview
Manage and promote health and safety practices, safeguard students and staff welfare	✓		Application Interview
How to manage equalities and inclusion policies and how these are implemented in schools	✓		Application Interview
Qualifications and experience			
Qualified Teacher Status	✓		Evidence
Successful teaching experience or a recognised Fast Track progression route	✓		Application
Post threshold teacher status		✓	Application
Evidence of continuing professional development	✓		Application