



Head of Department

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE

Main or Upper Scale, dependent on experience plus a TLR 2B allowance.

Responsible to:

Senior Leadership Link Member

Responsible for:

High standards of Teaching and Learning in the subject.

PRINCIPAL FUNCTION

To embrace the school aims, objectives and ethos reflecting them in the classroom.

To lead and manage the development of the department.

Develop capacity in other colleagues through team working and delegation of tasks.

To provide strategic direction.

To be a reviewer as part of the performance management cycle.

To participate in activities in support of the school.

To provide effective self-review and evaluation, maintaining an up to date subject Self Evaluation Form.

Account for the work of the Department to the Senior Leadership Team and the Governing Body.

To provide leadership which secures:

- High quality teaching.
- Effective student learning.
- An effective and engaging curriculum.
- High standards of achievement and attainment for students.
- Effective use of resources.
- Recognition of training needs of self and members of the Department in liaison with the Assistant Head Teacher responsible for the continuous professional development of staff.

TEACHING & LEARNING

Secure high quality teaching and learning within an engaging curriculum within the department.

To convey enthusiasm and passion for the subject and inspire both students and staff to develop a love of learning.

To plan and deliver high quality sequenced lessons.

To use a variety of teaching methods, differentiated to meet the needs of students in order to stretch and challenge.

To set and mark homework in accordance with the school policy and the homework timetable.

To set and maintain high standards of student work in the classroom.

To modify teaching for students with Special Educational Needs, and work with any Teaching Assistant in order to maximise student progress.

Liaise with Heads of Year in relation to the students' academic performance and personal development and where necessary, communicate with parents.

To ensure that students work and behave well and deal with unsatisfactory work or behaviour in accordance with school policy.

To maintain a stimulating learning environment, keep classrooms tidy and arrange appropriate displays of students' work.

Provide suitable work for classes to do in the absence of the class teacher.

Contribute to extra-curricular activities.

ASSESSMENT

To lead the assessment of student work in accordance with statutory requirements, school policy and examination board requirements.

To lead the moderation and standardisation of assessment to provide assessment outcomes that are standardised for the subject.

To analyse both internal and external examination results for whole cohorts and for specific groups of students.

To use agreed subject assessments in order to diagnose and act on student strengths and areas for development.

To maintain a record of student attainments.

To use data to monitor student progress and provide support and guidance.

To write reports on students, complete progress checks and attend meetings with parents as required by the school calendar.

RESOURCES

To develop the curriculum through discussions at subject meetings and help to prepare materials for use by all members of the department.

To maintain up to date schemes of learning for each year group.

Contribute to the whole school policy on feedback.

Use agreed subject assessments to diagnose student strengths and areas for development

Advise the Head Master through the Senior Leadership Team Link on the need for curriculum development within the subject to ensure that the courses are relevant to the needs of the students. Assess new curriculum developments and teaching techniques to see if they are relevant to the Subject and consistent with school policy.

To provide subject specific enrichment activities.

SAFEGUARDING

This role involves regulated activity with children. The post holder must be familiar with, and comply with policies and procedures relating to child protection and promote the welfare of students.

The post holder will require an enhanced check from the Disclosure and Barring Service (DBS) included a check of the children's barred list.

GENERAL

To comply with the National Standards for Teachers.

To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.

To attend meetings and events as required.

To adhere to the school's Health and Safety policy and undertake risk assessments as appropriate.

To contribute to the production of displays and activities on occasions when the school is open to prospective parents or the public.

Undertake duties before school, at break, and after school according to the school rota.

To undertake any other duty as specified by School Teachers' Pay and Conditions Document not mentioned above.

Note:

This job description is current as of the date shown but it may be modified by the Head Master - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the post-holder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date:
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PERSON SPECIFICATION

The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Exemplary classroom practitioner.	✓	
	Ability to teach Mathematics at GCSE level.	✓	
	Ability to teach up to 'A' level and support students wishing to make Oxbridge and Russell Group university applications.		✓
	Sufficient experience with a proven track record of external examination success. [For suitably qualified staff]	✓	
	Awareness of curriculum and assessment issues relating to Mathematics.	✓	
	Pastoral work in a school setting.	✓	
	Experience of leading and managing members of staff towards a common goal.		✓
	Meeting the needs of students, including those special educational needs and those identified as being gifted and talented.	✓	
Qualities, values and skills	A clear educational philosophy that underpins pedagogy to support the characteristics of high-quality teaching and effective learning.	✓	
	A passion for your subject.	✓	
	The ability to evaluate and adapt to new educational initiatives as appropriate.		✓
	An ability to establish clear expectations, and constructive working relationships amongst staff and students.	✓	
	Evidence of working through sequences of lessons and developing schemes of work.	✓	
	The ability to establish clear expectations and foster constructive working relationships between staff and students.	✓	
	Ability to analyse student progress data and formulate intervention strategies in order to raise standards.	✓	
	Good communication skills.	✓	
	Having a positive attitude.		✓
	A drive to extend the curriculum beyond the classroom and use external organisations.	✓	
A high level of emotional intelligence and resilience.		✓	
Qualifications and Training	A degree in a related subject or a non-specific degree and demonstrated subject knowledge.	✓	
	Qualified Teacher Status.	✓	
	Up to date subject knowledge and skills.	✓	
	IT literate, with experience using IT within teaching, learning and resource management.		✓
	Enhanced DBS	✓	
	Appropriate Continued Professional Development (CPD).	✓	