



## **JOB DESCRIPTION**

<b>TITLE</b>	<b>:</b>	<b>Head of Department /Head of faculty</b>
<b>REPORTS TO</b>	<b>:</b>	<b>Assistant Director of Education/Head of faculty</b>
<b>RESPONSIBLE FOR</b>	<b>:</b>	<b>Assistant Head of Department/faculty and teaching staff</b>

### ***OVERALL PURPOSE OF THE JOB***

To provide professional leadership and management for a subject area/faculty to secure improved standards of learning and teaching, effective use of resources, and monitor the targets set and learning taking place for all pupils .

### ***KEY DUTIES***

1. Within the context of the overall academy aims and policies, to develop and implement policies, plans, targets and practices to support the academic curriculum.
2. Create a climate and provide support to colleagues to continuously develop their teaching practice and maintain positive attitudes towards the subject with confidence in teaching it to pupils that have a variety of needs, differentiating appropriately.
3. Analyse and interpret relevant national, local and academy data plus research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
4. Establish short, medium and longer-term plans for development of the subject / area/faculty across all year groups working with, and in, teams to provide advice and support.
5. Work with teachers and the senior staff in the department/faculty to prepare schemes of work and lesson plans for each module and the courses taught.
6. Ensure that teachers are clear about the teaching objectives and understand the sequence of teaching and learning in the subject and strategies for supporting pupils learning.
7. Provide guidance to colleagues on planning, objective setting and use of appropriate teaching methods and resources for the subject, including advice in relation to preparation for examinations and assessment of coursework.
8. Evaluate the effectiveness of the subject across the areas of responsibility in the academy by monitoring and lesson observation. For example by monitoring teaching and learning and the effectiveness of planning and target setting through monitoring of pupils work, collection of teacher assessments or lesson observation.
9. Audit the training needs of staff in relation to the subject area and research appropriate development opportunities, providing coaching where appropriate, to increase confidence and update staff on current practice.
10. Ensure the adequate resourcing of materials and value for money are achieved for the department/faculty within the budget allocation and in discussion with the Principal.
11. Ensure the accurate reporting of progress to parents and carers by working with colleagues and staff to collate pupil achievement data and complete reports to deadlines set by the academy.
12. Any other activities, which reasonably match the level of responsibility for the post and are within the guidance given in the schoolteachers pay and conditions document and The Education (Specified Work and Registration) (England) Regulations 2003.

## ***DECISION MAKING***

1. Make judgements about when to make decisions, when to consult with others and when to defer to the Principal or a senior manager.
2. Decides which examinations or accreditation route is appropriate for students in liaison with teachers and teaching assistants, taking other advice as appropriate.
3. Analysis, understanding and interpretation of relevant information and data in relation to the subject / area.
4. Problem solving and identification of opportunities to deliver effective support to staff and pupils in relation to the subject.
5. Professional decisions relating to design of the schemes of work and guidance to staff of the department in relation to safe practice in delivery –especially practical sessions.

## ***RESPONSIBILITY***

1. Responsibility to the Principal and Governors for the effective leadership of the subject across the academy.
2. Responsibility for the induction, support and leadership of teachers and other adults working on subject related work in the department.
3. Keeping the Head of Education informed of progress and development within the Department including any successes to be celebrated and concerns to be addressed.
4. Responsible for his/her own professional development in relation to the subject, keeping up to date and ensuring that colleagues have access to the latest information in relation to the teaching of the subject.