



Head of Department

Job Description & Person Specification



Hope Academy

Job Title: Head of Department

Directly responsible to: SLT

PRINCIPAL RESPONSIBILITIES:

To lead and promote the academy ethos, vision and mission within the department. To lead, facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils. To lead on and make a positive contribution to the spiritual, moral, social and cultural development of students within the department.

KEY DUTIES AND RESPONSIBILITIES:

- To uphold and implement the ethos and values of the academy.
- To treat all students as individuals and contribute to their social, emotional spiritual, moral and academic development.
- To follow closely agreed syllabuses and schemes of work and to participate in their development and annual review.
- To plan, implement, deliver and review high quality lessons that meet the needs of the students and are in line with an agreed programme of study at KS 3, 4 and 5.
- To mark pupils' work on a regular basis and record this in a mark book to show the pupils' progress throughout the year in line with departmental and academy policy.
- To participate in and contribute to the performance management cycle and INSET.
- To keep a record of assessment and attendance of students in class. To contribute to departmental and academy tracking systems and the analysis of data to inform future target setting and planning.
- To develop a classroom environment that allows all students to succeed.
- To implement the academy behaviour management policy.
- To contribute towards the provision of assessment methods and their evaluation as outlined in the assessment policy.
- To participate in the academy's self-evaluation cycle.
- To undertake the duties as a form teacher.
- To liaise with other departments, parents and agencies to meet the individual needs of pupils.
- To attend departmental, form tutor or any other meetings as required.

- To carry out a share of the supervisory duties in accordance with published rotas
- Contribute to the future development of the department, its resources and its teaching materials.
- To attend parents evening and other specific events.
- To make a positive contribution to the wider aspects of the academy.
- To assist in the promotion of the good name of the academy within the community
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To comply with the requirements of Health and Safety Legislation and Academy Policy taking appropriate action where necessary.

Specific Duties

To lead on and have responsibility for:

- To ensure there is high quality teaching and learning within the department. To monitor the quality of teaching and learning and provide the necessary support to ensure all teachers are achieving the required standard appropriate to their career stage.
- Ensuring there is an appropriate curriculum for all students.
- Implementing differentiation into schemes of work that allows all students to achieve their potential.
- Appropriate assessments within the schemes of work to ensure the tracking and monitoring of pupil progression against individual, class and departmental targets.
- To manage the departmental tracking system ensuring that all students are working towards achieving their targets.
- Ensure there is consistency and standardisation of all assessments.
- Ensure there is appropriate intervention for any student that is not on target
- To ensure high quality teaching, learning and assessment within the department. To monitor the quality and provide appropriate support where necessary.
- To lead and manage departmental self-evaluation in accordance with the academy policy and guidance.
- To write, implement and review a departmental development plan in line with the whole academy development plan.
- To deploy all resources appropriately to ensure the best value for money and in line with the requirements of the departmental development plan.
- To plan, implement and review intervention strategies for students who are underachieving or in need of additional support.
- To plan for and attend line management meetings

- To lead on monitoring of reports to parents and ensure there is effective communication with parents.
- To manage ITT and NQT within the department
- To plan, prepare and attend all relevant meetings.
- To produce reports for governors and the SLT as requested.
- To manage the setting of cover work for absent colleagues.
- To undertake performance management reviews of colleagues in accordance with the academy policy.
- To attend and deliver relevant INSET and training



Hope Academy

A joint Catholic & Church of England Academy

HEAD OF DEPARTMENT Person Specification

	Essential.	Desirable.
Qualification and Development:	<ul style="list-style-type: none"> • A Degree & PGCE (or equivalent teaching qualification). • Evidence of recent and relevant continuing professional development. 	<ul style="list-style-type: none"> • Further completed professional study.
Leadership:	<ul style="list-style-type: none"> • Be fully committed to the Academy's vision. • To be fully committed to achieving the highest of standards and best practice across all aspects of the Academy. • To be fully committed to change and able to adopt and promote a forward thinking and innovative approach to development. • Evidence of leading on an initiative which has led to raising standards. • Evidence of successful experience at middle leadership level. 	
Experience:	<p>Recent experience of:</p> <ul style="list-style-type: none"> • Secondary school at senior/middle leadership level. • Evidence of implementing and managing change at whole school or middle management level. • Evidence of leading a significant change at senior/middle leadership level and securing improvement. • Experience of leading on a curriculum development initiative. • Experience of undertaking school self-evaluation processes. • Evidence of identifying priorities and constructing an improvement plan. 	<ul style="list-style-type: none"> • Experience of a successful OFSTED inspection. • Experience of data management to demonstrate progress. • Experience of delivering training and development programmes to staff. • Evidence of leading significant aspects of whole school development and securing improvement. • Experience of

	<ul style="list-style-type: none"> • Experience of managing a school budget or cost centre. • Successfully leading and managing a team. 	<p>undertaking whole school self-evaluation processes.</p> <ul style="list-style-type: none"> • Working in partnership with other educational institutions or agencies. • Experience of managing a school budget or cost centre. • Evidence of highly successful experience teaching across the age ability ranges 11-18.
Knowledge:	<ul style="list-style-type: none"> • An excellent understanding of whole school behaviour strategies. • An excellent knowledge of up to date classroom pedagogy. • An understanding of the collection and use of data to inform targets and priorities, leading to improved outcomes. 	
Personal qualities and skills:	<ul style="list-style-type: none"> • High level ICT skills. • High level of communication and interpersonal skills. • Evidence of high level teaching skills. • Be a good role model to staff: Flexible, enthusiastic, reliable and committed. • Able to prioritise and manage own time effectively. • Adopts a collegiate and collaborative approach to leadership. • Good emotional intelligence. • A personal commitment to on-going professional development. 	