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**Head of Department**

**Job Description**

**PURPOSE**

* To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
* To be accountable for pupil progress and development within the subject area.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils, in accordance with the aims of the school and the curricular policies.
* To be accountable for leading, managing and developing the subject/curriculum area.
* To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.

**MAIN DUTIES**

* To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* To oversee day-to-day management within the department.
* To actively monitor and follow up pupil progress
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Data Protection, Safeguarding etc.
* To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
* To ensure that all policies and practices, including Risk Assessments, throughout the department are in-line with requirements and are updated where necessary,
* To be accountable for the development and delivery of the Department’s curriculum.
* To keep up to date with and respond to developments in the subject area and teaching practice and methodology.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To be responsible for the day-to-day management of staff within the designated department.
* To establish the process of the setting of targets within the department and to work towards their achievement.
* To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
* To contribute to the school procedures for lesson observation.
* To seek/implement modification and improvement where required.
* To ensure that all members of the department are familiar with departmental aims and objectives.
* To disseminate information from SLT meetings.
* To ensure effective communication/consultation as appropriate with parents / guardians
* To represent the department’s views and interests.
* To manage the available resources of staff, finance, space and equipment efficiently and within the guidelines
* To be familiar with the School’s Safeguarding policy and to report concerns to the designated person.
* To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
* To monitor and support the overall progress and development of pupils within the department.
* To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
* To undertake an appropriate programme of teaching in accordance with the duties of all teachers.
* To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
* To continue continual professional development as agreed.
* To engage actively in the performance review process.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description