

## **JOB DESCRIPTION**

**Post Title:**      **Senior Head of Department (Academic Lead): Science, Maths, English**

**Purpose:**

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

**Reporting to:**    Relevant SLT member

**Responsible for:**    Heads of Department, teaching staff and other personnel in the department.

**Working time:**    195 days per year. Full time.

**Salary/Grade:**    TLR 1b

### **MAIN DUTIES**

#### **Operational/Strategic planning**

- To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching & learning strategies in department.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and resources.
- To actively monitor and follow-up student progress
- To implement school policies and procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the department, which have coherence and relevance to those of the School, and to the needs of students.
- To foster and oversee the application of ICT within the department.

#### **Curriculum Provision & Development**

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SDP.
- To be accountable for the development and delivery of curricular subjects.
- To lead curriculum development in the department.
- To keep up-to-date with national developments in the subject area and teaching practice/methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

#### **Staff Development**

- To work with the Assistant Head (Teaching & Learning) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff.

- To undertake Performance Appraisal reviews and to act as reviewer for a group of staff within the department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the dept by liaison with the appropriate staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff, in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the School's ITT programme.
- To be responsible for the day-to-day management of staff within the department and to act as a positive role model.

### **Monitoring**

- To ensure the effective operation of monitoring systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice in the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the School's procedures for lesson observation.
- To implement the School's monitoring procedures and to ensure adherence to those within the department
- To monitor and evaluate the department in line with agreed school procedures, including self-evaluation.

### **Teaching**

- To undertake an appropriate programme of teaching, in accordance with the duties of a main scale teacher, with performance assessed against the Teachers' Standards.

### **Management Information**

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Assistant Headteacher (Assessment & Reporting) , to manage the department's collection of data.
- To provide the Governing Body with relevant information relating to departmental performance and development.

### **Communications and Liaison**

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation, as appropriate, with parents of students.
- To liaise with higher education, industry, examination boards, etc., and to represent the departments' views and interests.
- To lead the effective promotion of subjects at Open Days/Evenings and other events.
- To contribute to school liaison and marketing activities and to actively promote the development of effective subject links with external agencies.

### **Management of Resources**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including, deploying the departmental budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

- To work with the Deputy Headteacher in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.

### **Pastoral System**

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken when 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 contribute to PSHCE and Citizenship, according to school policy.
- To ensure the Behaviour for Learning Policy is implemented in the department, and to support staff in its implementation, so that effective learning can take place.

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- To engage actively in CPD.
- To engage actively in the Extended SLT.
- To engage actively in the appraisal review process.
- Employees are expected to be courteous to all members of the school community and to provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, in consultation with you, may be changed by the Headmistress to reflect or anticipate changes in job commensurate with the grade and job title.