Fulston Manor School
Head of Department Job Description/ Specification

Key Accountabilities:

Within the context of the school's aims and policies, work to develop, implement, monitor and evaluate subject policies, plans, targets and practices, which relate to your area of responsibility.

- Contribute to the creation of a climate which enables staff in your subject to maintain a positive attitude to the teaching of the subject, student behaviour and student progress
- Ensure a working environment in which learners feel safe and adopt safe practices
- Lead teaching and learning across your subject area to ensure that the principles of the curriculum are being incorporated into classroom action
- Lead by example: plan and evaluate learning and assessment that leads to positive pupil progress for all students including identified vulnerable groups
- Support staff in the development of effective teaching and feedback strategies
- Support staff in the development of effective behaviour for learning strategies
- Work with teaching and support staff to maintain high standards of learning within the department across all key stages
- Develop schemes of work in line with the KS3, KS4 & 5 curriculum
- Monitor student progress and support intervention
- Develop progression pathways from KS3 to KS5 and beyond
- Develop and adapt medium and long term plans for the department to ensure positive progress for all
- To be an active member of the Middle Leadership Team
- To maintain a highly visible and professional profile within the School

Key Responsibilities:

Curriculum
- Review and adapt as necessary long term curriculum plans to ensure subject coverage, continuity and progression for all students in an environment that fosters student engagement
- Provide guidance on a variety of teaching and learning methods to meet the differing needs of all students
- Contribute to the development of students' literacy, numeracy, citizenship, ICT and study skills
- Ensure appropriate stretch and challenge in SOW for progression from KS2 to 3, from KS3 to 4 and from KS4 to 5 to ensure effective transition

Assessment
- Establish and implement clear and accurate assessment and reporting procedures, including moderation
- Evaluate student progress at each assessment point and support staff in developing teaching strategies that accelerate progress and implement intervention as required
- Coordinate the organisation of internal/external examinations entries as required by the assessment office
  - Organise arrangements and deadlines for marking
  - Ensure that grades are passed to assessment office as requested
  - Ensure any coursework/examination requirements for KS4 & 5 are fulfilled including organising and running any fieldwork requirements
  - Ensure that staff are aware of course deadlines (internal and external)

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Target Setting and Exam Analysis
- Develop and monitor systems to track student progress against their target grades
- Analyse the results of students in all year groups
  - to provide teachers with clear expectations for each student
  - to evaluate the effectiveness of teaching strategies
  - to identify and action intervention where necessary
- Liaise with staff to ensure that the teacher targets and expectations are stretching and challenging
- Organise support sessions, including workshops, when required
- Direct interventions to target support

Quality of Teaching and Learning and Professional Development of Staff
- To liaise with the SLT, HOH, SENCO and teaching staff to ensure that the needs of all students are met so that they are able to fulfil their potential
- Monitor and evaluate the quality of teaching within the department, embedding mastery practise
- Carry out lesson observations of staff and work with staff to develop actions for improvement and share best practice
- Schedule books reviews in accordance with the school and department policy
  - Complete and pass forward the appropriate paper work as required by the school policy
  - Arrange follow up actions if necessary
- To ensure effective communication with parents/carers so that they are advised and informed of their child's progress as appropriate
- Liaise with Line Manager in identifying areas for development across the department
- To support and mentor staff, including ITT trainees and ECTs so that the Teacher Standards are met by all members of the team
- To ensure that the school's Appraisal Policy is implemented effectively throughout the department
- To support a coaching culture for improvement

Stakeholder
- Schedule and organise interviews/questionnaires with students and parents to ensure that developments take into consideration the stakeholder view

Self-Evaluation and Quality Assurance
- Monitor and evaluate all aspects of the department to ensure there is an accurate understanding of the strengths and areas for development to inform improvement planning
- Communicate effectively with all members of the department so that they are familiar (and work in line with) the aims and objectives of the department and the school. To promote whole school initiatives and maintain the consistent implementation of whole school policies and procedures.
- Monitor the work of all members of the department and check the implementation of school policies, e.g. setting of homework, marking of students work and the assessment and recording of progress. To involve staff in the review and evaluation of their own work, including the standards and progress of students that they teach.
- Utilise the school systems and procedures to challenge underperforming staff, providing or brokering the appropriate support and professional development to improve performance. To refer on-going underperformance to the appropriate member of the SLT.

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Resource Management
- To ensure that teaching commitments are effectively and efficiently timetabled and roomed within the constraints of the school
- To monitor 'best value' expenditure and decide on the priorities for the spending of the department budget in consultation with other members of the team
- To oversee the maintenance of records on capitation spending and commitment to ensure proper financial control

Day to day Management
Discipline
- Support teachers in the management of student behaviour
- Praise students
- Run detention sessions for the subject
- Isolate students from lessons according to school policy and place on subject report as needed. Contact home regarding student concerns.
- Liaise with teachers to facilitate the reintegration of exited students

Consultation
- Liaise with parents as required in response to concerns and queries
- Ensure that all teachers have made students fully aware of their progress, where their gaps are and use interventions to target support
- Ensure that staff have all relevant information required for Progress Review Evenings
    - Ensure all staff are represented at parents' evenings
    - Provide appropriate information for parents when any members of staff are absent
- Organise displays and leaflets for the 6th Form choices evening and the Year 9 subject information evening
    - Attend both evenings
- Ensure that the department is represented on results days

Absence
- Organise cover for absent members of staff and support cover teachers in ensuring that students continue to make progress
- Other reasonable duties as directed by the senior line manager

VARIATION IN ROLE
- Given the dynamic nature of the role, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.