



### Job Description

JOB TITLE                      Head of Department

PHASE                              Secondary

REPORTING TO                 SLT

### Job Purpose

- To develop, implement and quality assure an effective curriculum for Key stages 3, 4 and 5
- Work with primary colleagues to ensure a progressive curriculum
- To ensure effective assessment is in place and analysed well
- To ensure student progress is in line with Academy expectations
- To teach across all key stages
- To ensure staff have effective and relevant CPD opportunities
- To effectively line manage staff within the department
- To plan and lead department meetings with a focus on whole school priorities
- To be a strong, visible presence within the department insisting on the highest standards of teaching, learning and behaviour

### Duties and Responsibilities

#### Teaching, learning and Assessment

Carry out the duties of an Academy teacher as set out in the latest Pay and Conditions documentation.

- Uphold the Trust and Academy principles and policies which underpin good practice
- Demonstrate a thorough and up-to-date knowledge of teaching your subject
- Embrace cognitive education and ensure the department operates within the culture and ethos of an Advanced Thinking School
- Consistently and effectively plan and deliver effective lessons in line with the Academy's curriculum vision
- Use adaptive teaching effectively to ensure ambitious end points can be achieved by all
- Insist on high expectations
- Take responsibility for your professional development
- To effectively carry out the role of a Form Tutor
- Meet all national standards for teachers



### Leadership and Management

- Develop and review regularly the vision, aims and purpose for the subject
- Direct and oversee the planning of the curriculum content, ensuring it is well sequenced to develop pupil knowledge, promoting pupil progress
- Ensure the planned curriculum is effectively and consistently implemented
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area
- Maintain accurate records
- Track the progress of students
- Analyse data and other available information and intervene as appropriate
- Use data to inform curriculum implementation
- Ensure an extra-curricular programme is in place and is promoted
- To liaise with other leaders to ensure best practice
- Promote an ethos and culture of high aspirations
- Effectively line manage department staff
- Keep abreast of local and national developments
- Be an excellent communicator (with all stakeholders) and team player
- Demonstrate a clear understanding of, and promote, the Academy's and the Trust's development plans, vision and ethos
- Manage the department budget effectively
- Fully engage with day-to-day Academy life
- Establish an effective team and hold regular meetings to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject is being implemented
- Provide feedback to staff to identify training needs and provide continuing professional development (CPD) in the subject area
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the Professional Growth policy
- Contribute to timetabling and manage setting pupils into groups



- Provide support with textbooks and resources in your subject area
- Create a safe, welcoming environment and take care of the classroom and lab accommodation, ensuring displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary

#### Essential Personal Attributes

- Demonstrates personal and professional integrity, including modelling values and vision.
- Demonstrates a growth mindset, resilience and optimism
- Actively promotes equality, diversity and inclusion
- Demonstrates personal enthusiasm and a commitment to leadership aimed at making a positive difference to children and young people
- The ability to inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- To think analytically and creatively and demonstrate initiative in solving problems.
- The ability to challenge underperformance
- The ability to communicate effectively
- The ability to work as part of a team
- Maintain confidentiality at all times
- Commitment to safeguarding and equality

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
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- You will be based at Rochester Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.



**Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

**Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Head of Department

Name:.....

Signed: .....

Date: .....