

TEACHING JOB DESCRIPTION EKC Sheppey Secondary

Post: Head of Department

Responsible To: Senior Leadership Team

Summary of Post: To support the Assistant Headteacher and take responsibility for providing leadership and management of the department to secure exceptional standards in all aspects of inclusion, ensuring improved attendance and academic outcomes for all learners.

Tier of role: Middle Leadership

Key descriptor: Middle Leadership

Scope of role: Established professional, responsible for teaching and learning, ensuring whole-school impact on both academic and pastoral outcomes.

Autonomy: To lead and deliver on strategic priorities and lead a team or specific area.

Knowledge of role: Professional knowledge (Level 6+) combined with excellent subject knowledge and understanding of wider implications of remit.

Skills – Technical & Practical: Highly competent in all areas of the Teacher Standards and overall quality of teaching is consistently outstanding

Qualifications/Experience: QTS/QTLS, experienced classroom teacher, relevant leadership qualification or training (e.g. NPQs).

Supervision of others: Line manager.

Management by others: Part of school middle leadership team, minimal supervision required, takes effective decisions within specialist area

Key Responsibilities:

1. To meet the Teachers' Standards and ensure high-quality provision through quality first teaching and learning and subject leadership which meets the needs of all children, pupils and students to enable them to meet or exceed their potential.

2. Have an overarching responsibility for pupils' achievement and standards in the subject area, establishing high expectations of staff and students, leading to high standards of behaviours and positive impact on learning.
3. To ensure there is a well-designed, purposeful and inclusive curriculum that provides opportunity for all students to move on successfully to their next steps and contribute to their community
4. Proactively enrich the curriculum with wider learning opportunities with specific focus on key groups.
5. To assess, record and report on the development, progress and attainment of children, pupils and students, according to departmental and whole-school policies and procedures - effectively using data to evaluate and improve your curriculum and identify and close any gaps/key cohorts
6. To communicate, consult, include and foster excellent relationships with all stakeholders.
7. To ensure all children, pupils and students and colleagues are safeguarded and appropriate actions are taken to identify and respond to any welfare concerns in line with school policies and procedures ensuring the school meets its statutory and moral obligations.

Specific Duties:

1. Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching, and support teachers in the development and implementation of curricular initiatives, e.g. mastery
2. To continue improvements and developments in own teaching and the development of others, promoting an ethos of sharing good practice across the department, and contribute as appropriate to the professional development of other teachers and support staff, including the induction and assessment of Early Career Teachers.
3. Exercise effective leadership and staff management, to maximise the contribution of staff to improve the quality of education provided and standards achieved, adhering to all Trust and Academy processes and procedures as necessary
4. Contribute to the professional development (and performance management where appropriate) of colleagues using a broad range of skills appropriate to their needs so that they demonstrate enhanced and effective practice.
5. To be involved in the recruitment and selection process for teaching staff as necessary
6. Be accountable for all aspects of compliance, health and safety and safeguarding in all aspects of the service, ensuring the school meets its statutory obligations.

7. Support with student management inside and outside the classroom, including unstructured times

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development programme and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's
signature: _____

Date: _____

Postholder's
signature: _____

Date: _____

PERSON SPECIFICATION Tier of Role: Classroom Teacher		Application	Interview	Shortlisting Weighting
Skills and Knowledge				
1.	Ability to communicate positively with children and foster positive and mutually respectful relationships	✓	✓	6
2.	Ability to work supportively and collaboratively within a team.	✓	✓	4
3.	Ability to reflect upon and improve your teaching practice	✓	✓	6
4.	Expert knowledge of the National Curriculum, particularly Department curriculum.	✓	✓	6
5.	A good understanding of the importance of literacy and numeracy across the curriculum	✓	✓	4
6.	Excellent communication, organisation, report-writing and presentation skills.	✓	✓	4
4.	A good understanding of how to assess pupil progress.	✓	✓	4
5.	Ability to work under pressure, problem solve, prioritise and meet tight deadlines	✓	✓	4
6.	A thorough understanding of how teaching strategies and quality first teaching can be best utilised to have a positive impact on all students.	✓	✓	6
7.	Innovative approach to curriculum development and design to maximise and enhance the student learning experience.	✓	✓	6
8.	Demonstrable awareness of; Prevent, British Values, Safeguarding, Equality and Diversity and how they form a significant aspect of professional teaching practice	✓	✓	4
9.	Actively contribute to the school's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Education and Experience				
1.	A proven track record of achieving challenging improvement targets	✓	✓	6

2.	A minimum of 3 years teaching experience with successful outcomes.	✓	✓	6
3.	Experience of managing budgets	✓	✓	6
4.	Experience of highly effective curriculum planning and design	✓	✓	6
5.	Proven experience of successful line management and staff development	✓	✓	6
6.	Teaching qualification	✓	✓	6
7.	Educated to degree level or equivalent	✓	✓	6
8.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓	✓	4
9.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓	✓	4
Personal Qualities				
1.	Act with professional integrity and diplomacy at all times.	✓	✓	6
2.	A commitment to getting the best outcomes for all students and promoting the ethos and values of the Trust and school	✓	✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.	✓	✓	6
4.	Robust, resilient and calm under pressure; resilient to peripheral issues, focuses on the task and strives to deliver	✓	✓	6
5.	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	✓	✓	6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the

recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.