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|  | SIR ROGER MANWOOD’S SCHOOL |

## HEAD OF DEPARTMENT

**TLR: 2b**

### Responsibility for the leadership and management of the teaching and learning in the department.

1. **Responsible to**: SLT line manager

2. **Responsible for**: The pupils in your charge

Subject staff in your subject area

3**. Important relationships**: Pupils and parents

Other members of the teaching and support staff

Heads of other departments

1. **Important external relationships**:
   * Staff in all phases of local schools and other relevant educational establishments
   * Professional associations
2. **Main areas of responsibility and accountability**:

**a) to ensure high standards of teaching and learning by:**

* + acting as a role model, including acting in accordance with the national Teacher Standards at all times, and have similar high expectations of members of the department
  + leading discussions and developments on pedagogy and methodology
  + leading the monitoring and evaluation of the department, including critical self-evaluation and regular work scrutiny
  + observing lessons and feeding back to staff
  + ensuring an effective ambience, climate and environment for learning within the subject area
  + analysing data of internal and external assessment and acting on the outcomes of the analysis
  + leading on marking, assessment, reporting and recording (including monitoring)
  + planning, developing and rewriting SoW in your subject area
  + organising the teaching throughout the school in the subject area
  + ensuring that all the needs of pupils are met, including the management of behaviour and its impact on learning
  + ensuring that there is appropriate and varied provision of educational enhancement (e.g. support clinics, clubs, trips/visits)
    1. **to ensure the agreed policy on performance management is implemented in the department by:**
       - line managing assigned teachers and support staff by performance review
       - setting challenging objectives
       - developing induction reflecting school/department/individual needs and aspirations
       - dealing with issues of capability
    2. **to ensure the development of personal and departmental knowledge, skills and expertise by:**
* the use of comparative data
* updating knowledge at a subject and national level by keeping up to date on research and inspection findings and other pedagogical information
* knowing and implementing national statutory requirements
* keeping up to date with developments in ICT
* committing to own professional development
  + 1. **to ensure the contribution of the department at a school level by:**
* contributing to the development of whole school policies
* contributing to the whole school literacy dimension
* contributing to whole school equality, diversity and inclusion
* liaising with external agencies
* representing views, concerns and interests of the subject team
* supporting the school ethos and policies
* ensuring the strategic direction and development of the subject area
* presenting to governors, parents and pupils as appropriate
  + 1. **to perform a personnel function for the department by:**
* participating in the selection of new staff
* delegating to members of the department as appropriate
* ensuring efficient and effective communication with the department
* good organisation and management of assigned members of the department
* supporting, guiding and motivating teaching and support staff team members
* sharing a common vision with team members to secure their commitment
* developing and ensuring teamwork
* chairing meetings as appropriate
* being responsible for coaching and monitoring staff
* giving advice and support for staff about career and pay progression
  + 1. **to ensure the best possible pastoral and academic outcome for pupils**
* by achieving the highest possible examination and accreditation outcomes
* monitoring, celebrating and rewarding pupil progress
* by holding regular department meetings and providing the SLT with minutes
* by ensuring the quality of assessments and reports by members of the department
  + 1. **to manage the resources of the department by:**
* supervising the use of accommodation and the provision of an appropriate environment for learning
* performing appropriate risk management assessments
* ensuring value for money when making purchases
* ensuring the effective development of staffing
* ensuring compliance with the school’s Health & Safety Policy
* ensuring that inventories are completed and checked
  + 1. **other responsibilities**
* undertaking other duties as may be reasonably expected

These duties are in addition to performing those of a main scale classroom teacher as outlined in the STRB documents.