



# Job Description

**POST:** Head of Department

**RESPONSIBLE TO:** The relevant Faculty Leader

**RESPONSIBLE FOR:** The relevant department

**SALARY:** MPS/UPS + TLR 2B

**LOCATION:** Oasis Academy Isle of Sheppey

**WORKING PATTERN:** 32.5 hours per week, Monday to Friday

**DISCLOSURE LEVEL:** Enhanced

## **JOB PURPOSE:**

In addition to the requirements of a class teacher and any other agreed responsibilities.

To be accountable for the results of a named curricular area/aspects of the Academy's work and to support, hold accountable, develop and lead those subject leaders and their teams.

## **SPECIFIC RESPONSIBILITIES:**

- To agree and support the achievement of designated subject area/student progress targets to make a measurable contribution to the whole school targets.
- To support, facilitate and monitor the progress of designated subject area/development plans to ensure they make a significant contribution to the Academy Improvement Plan.
- To provide regular feedback for subject teachers in a way which recognises good practice and supports their progress against performance management objectives resulting in tangible impact student learning across the subject/area.
- To review and report, as required, on the standard of leadership, teaching and learning in the designated subject/area consistent with the procedures in the school self-evaluation policy.
- To consult with the designated subject teachers to assist with the formulation, communication and monitoring of the Academy Improvement Plan to ensure concerns and ideas are considered and all staff understands the key Academy targets and the part they play in achieving these.
- To support and assist subject teachers with the behaviour management of their students.
- To intervene with the behaviour for learning strategies as required.
- To monitor and track the number of behaviour related incidents within the subject area.
- To follow agreed Academy protocol regarding subject reports and subject detentions.



Any other duties in support of the Academy as reasonably decided by The Principal/Academy Senior Leadership Team

**NB:** The post holder will be expected to fulfill their duties in such a way as to Safeguard and promote the welfare of Academy students.

**D. Safeguarding children and young people**

**OTHER:**

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

← **Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	



## Person Specification

### Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills.</li> <li>• Degree level qualification (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• QTS/QTLS</li> </ul>
Experience, Skills & Knowledge	<ul style="list-style-type: none"> <li>• Previous relevant experience (1-2 years) of working with children.</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience (1-2 years) in a or similar role</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>• Able to demonstrate the willingness, commitment and ability to safeguard and promote the welfare of Academy Students</li> </ul>	