

# Head of Subject

## JOB DESCRIPTION



<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To develop structures which will facilitate progression and continuity in curriculum across key stages</li><li>• To raise standards of student attainment &amp; achievement within department and to monitor and support student progress</li><li>• To be accountable for student progress &amp; development within the subject area</li><li>• To develop &amp; enhance the teaching practice of others</li><li>• To be accountable for leading, managing and developing the subject/curriculum area, including improving KS5 student take-up for the subject</li><li>• To manage effectively and deploy teaching /support staff, financial and physical resources within the department to support the designated curriculum portfolio</li></ul>
<b>Reporting to:</b>	
	Head of Faculty
<b>Responsible for:</b>	
	Teaching staff and other relevant personnel within the department
<b>Liaising with:</b>	
	Head/deputies, Head of Faculty, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents
<b>Working time:</b>	
	Full time or pro rata according to current working pattern
<b>Salary/grade:</b>	
	Main Teachers Pay Scale and Head of Subject TLR
<b>Disclosure level:</b>	
	Enhanced
<b>MAIN (CORE) DUTIES</b>	

<p><b>Operational/strategic planning</b></p>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty</li> <li>• The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources</li> <li>• To actively monitor and follow up student progress</li> <li>• To implement school policies &amp; procedures, e.g. equal opportunities, health &amp; safety, COSHH, accommodation strategy ICT, ECMs etc.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school</li> <li>• To lead and manage the business planning function of the department and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school</li> <li>• To link with colleagues to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission</li> <li>• In conjunction with the school's E-Safety coordinator, to foster &amp; oversee the application of ICT in your area including the development of materials for teaching &amp; learning</li> <li>• To ensure that health &amp; safety policies and practices, including risk assessments, throughout the faculty are in line with national requirements and are updated where necessary, therefore liaising with the school's Health &amp; Safety Manager</li> </ul>
<p><b>Curriculum provision/development</b></p>	
	<ul style="list-style-type: none"> <li>• Reporting to Governing Body when required</li> <li>• Discuss timetable issues, where appropriate, which arise in your department</li> <li>• Keeping other staff informed about the work of the department area</li> <li>• Representing the department where necessary including evening events and Welcome to Key Stage evenings at the start of the academic year</li> <li>• Liaise with DH Teaching and Learning to ensure delivery of an appropriate, comprehensive, high quality &amp; cost effective curriculum programme which complements the school improvement plan</li> <li>• To keep up-to-date with national developments in the subject area and teaching practice and methodology</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels</li> <li>• To liaise with the Exams Officer to maintain accreditation with the relevant examination and validating bodies</li> <li>• To ensure mock exams and assessments are scheduled and prepared.</li> </ul>

<b>Staffing</b> <b>Staff development</b> <b>Recruitment/deployment</b> <b>of staff</b>	
	<ul style="list-style-type: none"> <li>• To work with the Head of Faculty to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs</li> <li>• To be responsible for the efficient and effective deployment of the faculty's technicians/support staff within your department</li> <li>• To undertake performance management reviews and to act as reviewer for a group of staff within your department</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department by liaising with the relevant staff to secure appropriate cover within the department</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations</li> <li>• To participate in the school's training school programme</li> <li>• To commit to the school's performance management programme, reviewing your own contribution to the organisation and participating in CPD as required to meet the requirements of your job role and meet legislative requirements.</li> <li>• To be responsible for the day-to-day management of staff within the department and act as a positive role model</li> </ul>
<b>Quality assurance:</b>	

	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems including teaching, marking, moderation and feedback.</li> <li>• To establish central department data tracking is in place and this is up-to-date with student targets and work toward their achievement.</li> <li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in your department</li> <li>• To contribute to the school procedures for lesson observation</li> <li>• To implement quality procedures and to ensure adherence to those within the department</li> <li>• To monitor and evaluate the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria</li> <li>• To seek/implement modification and improvement where required</li> <li>• To ensure that the department's quality procedures meet the requirements of self evaluation and the strategic plan</li> <li>• To work with the Faculty Leader and other heads of department to establish standard protocols relating to tiers of entry and similar elements of the subjects for consistency</li> <li>• To ensure you contribute to Faculty meetings on matters related to your subject area</li> </ul>
<b>Management information:</b>	
	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system</li> <li>• To ensure</li> <li>• To make use of analysis and evaluate performance data provided</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken</li> <li>• To use ALPS to analyse department data at KS4 and 5 and produce reports within the quality assurance cycle for the department</li> <li>• To produce reports on examination performance (exam analysis), including the use of value-added data ensuring members of your team are active participants in the process of writing this document</li> <li>• To produce intervention and extracurricular mapping for your subject</li> <li>• In conjunction with the Faculty Leader to manage the department's collection of data</li> <li>• To provide the Governing Body with relevant information relating to the department performance and development</li> </ul>
<b>Communications:</b>	

	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students</li> <li>• To work with the Faculty Leader and other heads of department to establish a consistent format in regard of parental and student letters e.g. tiers of entry</li> <li>• To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies</li> <li>• To represent the department's views and interests</li> </ul>
<b>Marketing and liaison:</b>	
	<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities e.g. the collection of material for press releases including newsletter, website and social media contributions</li> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events</li> <li>• To actively promote the development of effective subject links with external agencies</li> </ul>
<b>Management of resources:</b>	
	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget as specified by the faculty leader acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records</li> <li>• To work with the Faculty Leader in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed</li> </ul>
<b>Pastoral system:</b>	
	<ul style="list-style-type: none"> <li>• To monitor &amp; support the overall progress and development of students within the department</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary</li> <li>• To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description</li> <li>• To contribute to PSHE, citizenship and enterprise according to school policy</li> <li>• To ensure the behaviour management system is implemented in the department so that effective learning can take place</li> </ul>
<b>Teaching:</b>	
	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher</li> </ul>

<b>Additional duties:</b>	
	<ul style="list-style-type: none"><li>• To oversee extracurricular provision mapping for your subject.</li><li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example</li></ul>

**Other specific duties:**

To continue personal development as agreed.

To undertake any other duty as specified by Headteacher not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified; employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.