

**JD3****HEAD of DEPARTMENT**

**Responsible for:** Providing professional leadership and management for the subject, in order to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils

**Consulting with:** Subject staff  
Colleague Heads of Department  
Assessment Manager

**Reporting to:** Leadership Team Link

**RESPONSIBILITIES OF THE POST**

- 1 To ensure that the work of the department is in accordance with and contributes to the Catholic Christian ethos of the school, and to the fulfilment of its mission statement.
- 2 To establish a vision for the department that promotes the learning of all students including their spiritual development and the five ECM outcomes.
- 3 To ensure that all practices within the department, including external activities, are managed in accordance with the current safeguarding regulations.
- 4 To ensure that the work of the department conforms to the requirements of the National Curriculum, and to be aware of all changes and adjustments in syllabus, teaching and assessment practice as may be required by the DcFS, QCA, examination boards and the school's own assessment policy.
- 5 To liaise as appropriate with the school's Examinations Officer and with the Data Manager, ensuring that all deadlines are met and statistics processed as required.
- 6 To follow agreed specification syllabuses and to establish and maintain up-to-date and appropriate schemes of work.
- 7 To be aware of the contents of the School Development Plan, and in particular of whole-school aims, priorities and targets, and of how the department should be contributing to these.
- 8 To collaborate with other subject areas and institutions for the effective delivery of cross-curricular and personalised learning.
- 9 To develop and implement policies within the department which reflect the school's commitment to high achievement based on effective teaching and learning.
- 10 To maintain an up-to-date departmental handbook, detailing departmental policies and practices.
- 11 To set standards and provide a role model for staff and pupils in the teaching and learning of the subject, acknowledging and disseminating good practice as appropriate.
- 12 To support, guide and motivate all colleagues in the department, creating a climate which enables subject staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.

- 13 To take the lead in maintaining good order and high standards of pupil discipline in the departmental area, liaising as appropriate with Form Tutors, Heads of Year, and Leadership Team.
- 14 To monitor and evaluate the effectiveness of teaching and learning within the department by lesson observations and regular inspection of pupil work and teacher mark-books, together with tracking of individual pupil progress.
- 15 To liaise with and seek the support of LA advisers in planning for improvement.
- 16 To analyse and interpret relevant national, local, school and departmental data – together with research and inspection evidence – in order to inform policies, practices, expectations, teaching methods and performance targets within the subject area.
- 17 To liaise with feeder primary schools with regard to transitional work in the subject area, and more generally concerning the transfer to Key Stage 3.
- 18 To ensure that information about pupils' achievements in previous classes/year groups/schools is appropriately transmitted and used effectively in order to maximise their progress in the subject.
- 19 To be aware of the implications for the subject of the Code of Practice for Special Educational Needs, and to liaise with the AENCO to ensure that individual education plans and extension activities are effectively used to set subject-specific targets and to match work to pupils' needs.
- 20 To undertake appropriate professional training in order to enhance subject awareness and to keep up-to-date with recent developments.
- 21 To be aware of the current and future potential of ICT in the teaching and learning of the subject, and in supporting procedures of subject management.
- 22 To organise staffing within the department, assist with advertisements / appointments, prepare references, allocate teaching commitments and liaise with the Assistant Headteacher (Curriculum) in the construction of the timetable.
- 23 To guide and direct the use of associate staff in the subject.
- 24 To attend heads of department meetings as required.
- 25 To hold regular departmental meetings in order to provide a forum for the communication of information and for discussions of standards of teaching and learning.
- 26 To ensure good communication with, and between, staff who teach and support the subject.
- 27 To attend relevant school functions, including all curriculum-based events.
- 28 To appraise subject staff as required by the school policy on performance management, and to use this process to develop the personal and professional effectiveness of each colleague, including such in-service training and development as may be required.

- 29 To ensure that student and newly-qualified teachers are appropriately trained, monitored, supported and assessed in accordance with school policy and accepted standards.
- 30 To manage and encourage extra-curricular/extension activities in the subject area.
- 31 To collaborate with LT in the process of departmental review, in order to assess use of resources and standards achieved, as well as to discuss performance targets and other future developments.
- 32 To lead the department in the annual process of performance review/planning, culminating at the end of term in the departmental submission to the next edition of the School Development Plan.
- 33 To manage departmental capitation and all other resources efficiently, and to ensure that resource acquisition and use contribute effectively to standards achieved.
- 34 To manage and deploy appropriately the departmental allocation of funding for CPD linked to school, department and individual needs as identified in self-evaluation and performance management processes.
- 35 To discuss resource needs with subject colleagues, and to order all necessary books, equipment, materials and teaching aids, subject to the financial limits of the department's formula-funded budget allocation.
- 36 To liaise with the Business Manager on a regular basis, observing good financial practice and maintaining accounts of all expenditure and balances, together with notification of any planned budgetary saving to be carried over to the next financial year.
- 37 To be aware of health and safety regulations as they apply to the subject area, and to ensure sound practice in this connection. To ensure that risk assessments are completed and reviewed as required.