

Job Description

Job Title:	Head of Department
Salary & Grade:	MPS – UPS + TLR
Reports to:	Principal

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Head of Department

- To lead the Academy vision in and through your specialist department.
- To be accountable for student achievement (11-19) for your subject.
- To manage teachers, ensuring they deliver consistently good or better lessons enabling students to make expected progress.
- To develop and lead an exciting curriculum which enables the highest level of student progress and attainment.
- Ensure efficient and effective deployment of staff and resources.
- Ensure classrooms offer safe, creative and inspiring learning environments, ensuring risks are properly assessed.
- To interact on a professional level to contribute to the wider development of the Academy.

Duties and Responsibilities of the Role:

- Ensure effective collaboration by active encouragement, promotion and leadership.
- Contribute significantly to effective whole school collaboration.
- Collaborate effectively with SEND and Pastoral teams to support positive student outcomes.
- Participate in regular Line Management meetings as directed.
- Put in place measures and staff support to ensure student progress and attainment.
- Lead, oversee and promote effective self-evaluation practices
- Rigorously measure and monitor the quality of teaching and learning and ensure that it is never less than good
- Through effective self-evaluation, regularly identify strengths, where improvements have been made and areas still in need of development and share this appropriately.
- Devise and maintain a Department Improvement Plan underpinned by the School Strategic Plan.
- Strategically lead actions designed to improve outcomes for all students in your specialist subject.
- Lead, monitor and develop innovative practices across the Department and the wider Academy.
- Intervene with immediate impact where teaching and learning falls below expected standards.
- With other HoDs, strategically lead on the promotion and development of initiatives to improve teaching and learning across the school.

- Ensure that best practice in teaching in learning across all key stages is shared by promoting and sharing common styles of learning.
- Lead, monitor and develop appropriate, effective intervention strategies to tackle any underachievement.
- Monitor and review incidents of poor behaviour and maintain high standards of discipline.
- Ensure that an effective and appropriate rewards system is in place to support success and promote excellence.
- Communicate issues linked to the welfare of students with SEND and Pastoral Teams to ensure that full support to ensure that positive student outcomes can be realised.
- Keep fully up to date with all curriculum changes and innovations in teaching and learning that will affect the Department.
- Lead on curriculum developments across the Department, ensuring appropriate personal pathways for all students.
- Share expertise in the curriculum developments of the Department with the whole Academy through appropriate pathways and ensure data and other information is communicated regularly to relevant colleagues.
- Ensure that parents, community members, Governors and other stakeholders have a positive view of the Department and understand its vision.
- Play a full and active part in the life of the Academy, taking a lead in supporting celebration events and extra-curricular activities.
- Attend after-school evenings to promote the school and Department as required.
- Ensure that appropriate Department links are made with Primary Schools, community groups and local businesses where appropriate.
- Lead the Performance Management in the subject Department.
- Lead and actively promote appropriate professional learning opportunities.
- Encourage sustainable, distributed leadership at all levels.
- Incorporate succession planning into the strategic direction of the Department.
- Effectively lead the deployment of teaching staff, coordinate allocation of support staff and distribution of physical and financial resources to support the teaching and learning.
- Significantly contribute to and have expert knowledge of all school policies and ensure compliance in these policies from all members of your team.
- Take ultimate responsibility in ensuring all day-to-day management issues within the Department are resolved, including ensuring appropriate arrangements are made for absent colleagues.
- Keep fully up to date of the staffing requirements within the Department, ensure these are shared with ALG link and significantly contribute to the appointments and promotion of staff.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	