**Reports To: Senior Leader**

**Statutory Duties: As detailed in Statutory Teachers’ Pay and Conditions**

**Job Purpose**:

* To raise standards at NEW Academy through contribution to and delivery of the Academy Development Plan
* To support the Senior Leadership Team by contributing to the overall leadership and management of the Academy
* To actively support the vision, ethos, culture and policies of the Academy and to take corporate responsibility for delivering this vision
* To be responsible for the personal development and academic progress of allocated students and work to identified key performance indicators
* To lead in areas of core responsibility, as directed by the Principal
* To work to the professional duties set out in the School Teachers’ Pay and Conditions Document

**Key Responsibilities**

* To be accountable for the leadership, management and development of Subject.
* Responsible for raising the standards of attainment in Subject at all key stages.
* To teach targeted groups at KS4 and KS5
* To be responsible for curriculum planning for Subject and the teaching of appropriate material.
* To be responsible for the delivery of a range of pedagogies in Subject.
* To organise a disciplined working environment in which students can achieve their maximum potential, liaising with pastoral teams as necessary.
* To contribute to the ongoing development of appropriate resources, materials and schemes for learning in Subject.
* To manage the organisation and deployment of Subject resources.
* To be responsible for monitoring students progress in Subject by academic tracking and data analysis.
* To be responsible for the examinations, internal and external**,** of all students in Subject, in liaison with the Assistant Principal and school examination officer.
* To write the Subject development plan and set targets.
* To be responsible for the implementation of, and adherence to all Academy Policies, specifically with regard to lesson planning and preparation, marking, assessment for learning, schemes for learning, homework and recording, monitoring and tracking of student progress.
* To be responsible for and to lead the team of teachers in Subject ensuring that they have the opportunity for appropriate professional development, including the delegation of responsibility when appropriate.
* To build relationships and liaise with Sponsors, External Agencies and parent/carers where appropriate.
* To participate in appropriate meetings as required to raise attainment in Subject.
* To manage the finances of the Subject and ensure that expenditure maximises achievement.
* To be responsible for the allocation of teaching groups and staff within the Subject area.
* To be a Form Tutor, when assigned, and to be responsible for carrying out the duties as set down in the generic Form Tutor job description.
* To be responsible for carrying out supervisory duties and cover for absent colleagues in exceptional circumstances
* Any other responsibility mutually agreed with the Principal.

**Notes**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Condition of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no subject of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school’s published Time Budget Policy and have regard to the Teachers’ Pay and Conditions.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

**Person Specification – Head of Department**

**Qualifications:**

* QTS
* Professional Qualification in Leadership and Management or a willingness to achieve this
* Degree in relevant subject area

**Knowledge and Experience**:

* Experience of supporting the academic achievement of cohorts of students
* Knowledge of the role of data in raising attainment
* Experience of leading and managing a team of staff
* Understanding of the role of achievement intervention strategies
* Understanding of the potential barriers to learning and strategies to remove these
* Understanding of the importance of self review and evaluation in departmental development and evidence of using this to raise attainment
* Understanding of how to lead a department to achieve Outstanding status
* Vision for innovation and strategic development of the department
* Excellent subject knowledge
* Track record of good to outstanding teaching
* Ability to monitor and review progress and take appropriate action in light of findings

**Personal Attributes**:

* Ability to plan strategically and implement development plans leading to improved achievement, attainment and pastoral development of students
* Excellent communication, organisation and ICT skills
* Commitment to equal opportunities
* Ability to think flexibly, willingness to take calculated risks and innovate
* Decision making skills
* Ability to work to deadlines
* Leadership qualities