

Job Description



Job Title:	Head of Department (MFL)
Location:	Across the Trust (currently based at South Dartmoor Community College and the Atrium)
Grade:	Leadership 4-8
Reports to:	Executive Head teacher/Line Manager

Key Purpose of Role

- To promote exceptional engagement, enjoyment and progress in learning in all areas of the Department.
- To ensure all students, including those from identified cohorts such as students with SEND or entitled to Pupil Premium funding, make outstanding progress.
- To lead outstanding provision in all areas within the Department.
- To monitor and evaluate the quality of provision within the Department.
- To raise standards of teaching and learning and improve student progress by devising and implementing creative solutions to address areas of weakness as appropriate.
- To ensure that assessment and feedback is of a consistently high quality and promotes student progress.
- To put in place a planned programme of effective academic intervention to ensure all students make rapid and sustained progress.
- To implement, monitor and evaluate the effective use of data in the classroom and instigate intervention to address areas of weakness.
- To raise student aspiration and ensure excellent behaviour for learning across the Department.
- To ensure consistency of approach and practice within and between Departments so that teaching is never less than consistently good and students make progress better than national averages.

Key Responsibilities:

- To develop an ethos of high standards and consistency in practice within Department teams and between Department teams.
- To role model best practice and high standards in teaching and learning and professional conduct.
- To develop the skills and knowledge of staff by providing high quality professional development activities that share best practice and develop effective collaboration.
- To monitor and evaluate the impact of staff training on performance and student outcomes.
- To use creative approaches to pursue excellence in teaching and learning throughout the college.
- To lead the development of accurate, timely and systematic approaches to self-review, analysis and improvement planning.
- To pursue excellence in use of data, assessment, feedback and intervention.
- To ensure that assessment activities are standardised, moderated and used effectively to promote student progress.
- To implement and monitor effective systems for assessment and feedback to promote student progress and systematically and regularly monitor and evaluate standards.
- To implement, monitor and evaluate effective systems for intervention to promote student progress and to monitor value for money and impact of intervention, including use of pupil premium funding.
- To have an up to date knowledge of current educational practice and use this to raise standards and promote student progress.
- To have an up to date knowledge and understanding of educational development and change and ensure that this is communicated and appropriate actions are implemented in response to national developments.
- To contribute accurate information to inform college improvement planning and play a lead role in developing creative solutions which make a significant contribution to college improvement.
- To provide support to colleagues in managing the behaviour for learning of students.
- To ensure that all staff are effectively inducted into the Department including NQTs and ITT.
- To develop opportunities to develop teaching and learning by working with primary and external providers.

- To ensure all exam and reporting administration is completed in a timely and accurate manner by the Department team.
- To lead, monitor and evaluate interventions to tackle underperformance of staff.
- To be proactive in identifying and participating in activities to share best practice within and between Department teams.
- To manage Department resources and finances effectively.
- To undertake other appropriate duties, requested by the Executive Head teacher and commensurate with the role.

GENERAL TO ALL ROLES ACROSS THE TRUST:

- Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

SAFEGUARDING:

South Dartmoor Community College and the Atrium is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.