



Job Description – Head of Subject

School Name:	The Mandeville School
Job Title:	Head of Department
Reports To:	Deputy Headteacher
Responsibility:	MPS / UPS + TLR

Role Summary:

Main Purpose: to make a major contribution to the strategic priorities of the school through:

- proactively working towards the school's vision.
- holding others in the different subject areas to account
- creating a positive and collective team spirit within the department
- conducting performance management reviews professionally and in line with school policy
- participation in whole school innovations and dynamic teamwork
- the design and implementation of an appropriate curriculum provision which meets the diverse needs of students and ensures effective academic progress according to individual and national targets to reach at least floor standards and beyond.
- the leadership and management of a learning team and technicians.
- the maintenance and development of effective home-school liaison.

Main Duties and Responsibilities

Student Academic, Personal, Social & Spiritual Welfare, Progress and Guidance:

- promote the school vision and values through the subject/curriculum areas within the department
- review curriculum development planning annually based upon examination results/target setting
- set challenging performance targets for students within the department's discrete subjects
- produce departmental and curriculum development planning and an annual SEF that is updated regularly throughout the year
- promote an ethos of teamwork, wellbeing and enjoyment within the team.

The Leadership and Development of the Subject Team and Communications within the Department:

- set and maintain high expectations, lead by example and be a visible leader
- ensure that the second in department is held to account and deputises proactively and effectively
- challenge, mentor and support colleagues who work in the curriculum areas within the department
- continually update technical and professional knowledge across the curriculum areas and keep abreast of the wider educational agenda
- work alongside SLT to monitor and improve the quality and provision of teaching and learning in own subject area/s but also across the whole school
- engage in whole school innovations and initiatives

- to lead the department's co-curricular provision and promote participation.
- to support members across the curriculum team regarding all student matters
- to ensure all members of the team are aware of their curriculum targets, that these are understood and achieved by staff and students
- to ensure there is an environment conducive to good teaching and learning is in place with adequate specialised equipment, safe machinery, furniture and display.

Monitoring, Review and Subject Development:

- take responsibility for the curriculum intent, implementation and impact in the subject.
- monitor the marking and assessment of students' according to school policies.
- ensure internal and external assessment and examinations procedures are conducted through a well-managed process according to school policy
- ensure data is used accurately by the team to facilitate effective planning for progression from Years 7 to 13, monitoring of learning, and track the team's performance and trends
- oversee the compilation and checking of students' assessment recording and reporting within the curriculum area/s
- ensure there is consistent application of School's Behaviour Policy, Rewards and Sanctions. and take appropriate actions autonomously, and swiftly, in line with school policy.

Quality Provision of Teaching and Learning:

- take responsibility for the curriculum intent, implementation and impact in the subject.
- ensure there is an environment that is conducive to good teaching and learning is in place with adequate specialised equipment, furniture and display
- manage the budget and finances in accordance with school policy and ensure effective deployment of all resources
- be proactive with curriculum development and planning for the subject/s in line with national directives and work with partners in Insignis Academy Trust and beyond.
- plan an effective and inclusive curriculum regarding all learners, including specific groups such as students with SEND.
- review and develop schemes of work taking account of local and national initiatives and the needs of the students
- monitor the quality of teaching and learning in the curriculum area through the incremental coaching programme, lesson observations, work scrutiny and learning walks within the school calendar allotments but also autonomously.

Communication with Parents/Carers, Students and other Stakeholders:

- ensure parents/carers are fully informed and involved in their child's progress through the school's regular reporting process
- ensure that Trust representatives and Local Governing Board members are communicated with as and when required.
- liaise with other Learning managers, SLT, data manager and SENDco as and where appropriate
- attend Subject Leader meetings
- attend SLT meetings as appropriate on request by the SLT.
- attend Consultation evenings, Award and Option evenings and other designated after school events
- provide reports for The Governing Board as requested by The Headteacher.

Line & Performance Management:

- to ensure that others in the department adhere to The Mandeville School's policies and procedures, including The Mandeville Way.
- ensure all members of the team are aware of their students' curriculum targets, that these are understood and achieved through quality first wave teaching
- hold annual performance review meetings with allocated members of the teaching and

technician team and support and monitor progress against targets throughout the year

- oversee and direct work of colleagues including the second in department where appropriate
- hold regular learning team meetings and submit accurate minutes promptly
- attend regular line management meetings with link SLT and full SLT meetings as required.

All Staff at The Mandeville School are expected to:

- work towards and support the school vision and the current school objectives outlined in the School Development Plan
- be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- attend school events and activities as required by The Headteacher
- represent the school at external meetings and other events as required
- contribute to the school's programme of co-curricular activities centered on The Mandeville Charter.
- promote equality and opportunity for all students and staff, both current and prospective
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors
- engage actively in the appraisal process
- adhere to policies as set out in the school's Staff Handbook
- to undertake additional duties as reasonably requested by The Headteacher.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post-holder's role within the school.

Please see below for Person Specification

KEY ATTRIBUTES – PERSON SPECIFICATION

	Attributes / Experience	Essential	Desirable	Evidence from sources that could be used in selection e.g.	
1	Experienced and capable classroom practitioner (with QTS and higher degree (BA or equivalent))	✓		Application	
2	Range of experience of tutoring and dealing with student issues	✓		Letter of application; interview	
3	Up to date with current developments in student care and welfare and in raising pupil achievement	✓		Letter of application; interviews; presentation	
4	Excellent interpersonal skills; an excellent and effective communicator with young people, staff and parents	✓		Interviews; presentation	
5	Well organised and efficient	✓		In-tray exercise	
6	ICT literate	✓		Interview	
7	Committed to supporting and developing the values and ethos of the school	✓		Interview	
8	A strong, demonstrable commitment to the academic, personal, social and spiritual development of students	✓		Letter of application; interview; presentation	
9	Able to use data effectively to assess prior attainment, track progress and set pupil targets	✓		Interview and in-tray exercise	
10	Able to inspire, lead and support others	✓		Letter of application; interview; presentation	
11	Committed, hardworking and enthusiastic	✓		Letter of application; interview; presentation	
12	Evidence of use of CPD to inform practice and commitment to further training and CPD as required	✓		Interview	
13	Creative and innovative, and able to manage change	✓		Interview; presentation	
14	Evidence of continued professional learning through NPQML, Master's degree or equivalent		✓	Application	
15	The potential to move on to Senior Leadership		✓	Interview; presentation	