



**ST PETER'S SCHOOL
JOB DESCRIPTION**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE	Head of Department
RESPONSIBLE TO	Line Manager
PERFORMANCE MANAGEMENT	Completed by the line manager
PURPOSE OF JOB	<ul style="list-style-type: none"> • To create an ethos in which all staff are motivated and supported to develop their skills and knowledge • To work with the Head Teacher and other members of the Senior Leadership team and Governors to provide excellent leadership and management within St Peter's School • To carry out the duties of a school teacher as set out in the current edition of the School Teachers' Pay and Conditions Document maintaining a professional understanding of the curriculum, assessment and pastoral requirements. • To be a leading professional in terms of teaching ability • To carry out the functions of a class teacher at St Peter's School in accordance with the stated aims and objectives of the school • To be responsible for specific issues as noted in the School Improvement Plan • To be responsible for particular functions/roles as noted below

GENERAL RESPONSIBILITIES

- a) Carry out the duties of a School Teacher as set out in the current edition of the School Teachers' Pay and Conditions Document.
- b) Teach in a subject department/team
- c) Input to the Senior Leadership Team regarding the strategic direction of the school, including involvement in school improvement planning and implementation of actions
- d) Participate in the school's performance management practices as appropriate
- e) Work with the Senior Leadership Team in the preparation of bids or *ad hoc* projects requiring input from all of the Senior Leadership Team
- f) Attend Governing Body meetings as appropriate
- g) Ensure high standards of behaviour across the school, including following up any incident as necessary with the relevant student, parent and pastoral staff
- h) Carry out the duties defined in the Teacher's main pay scale job description
- i) Carry out any other responsibilities as reasonably requested by the Head Teacher
- j) Responsible for the strategic leadership of the department

SPECIFIC RESPONSIBILITIES

1. Safeguarding
2. Strategic leadership of the department
3. Staff (including professional development, recruitment, performance management)
4. Teaching, Learning and Assessment (ensuring examination regulations are adhered to)
5. Students and parents
6. Resources, including Health and Safety

1: SAFEGUARDING

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

2: STRATEGIC LEADERSHIP OF THE DEPARTMENT

- a) Foster, encourage and expect others to foster, the school's ethos (Learn, Aspire, Exceed) in all of our stakeholders at all times
- b) Develop and maintain a clear shared vision for the direction of the Department and its contribution to the overall ethos of the school.
- c) Liaise regularly and effectively with the allocated line manager.
- d) Effectively represent the department (or ensure that it is represented).
- e) Maintain up-to-date knowledge of new national (e.g. curriculum and examination specifications) and local developments concerning the department, advising the senior leadership team as appropriate.

3: STAFF

- a) Be responsible for the leadership and management of teaching and associate staff within the department, including advising on appointments and deployment, effective monitoring of work and participating in the Performance Management process as required.
- b) Provide support for new members of the department and to promote the professional development of all department colleagues.
- c) Provide support for colleagues on classroom management issues, liaising as appropriate with tutors, Student Support Managers, Heads of Year and other pastoral staff.
- d) Ensure that staff follow procedures in the case of planned or unplanned absence and that appropriate work is set in an appropriate format.

4: TEACHING, LEARNING AND ASSESSMENT

- a) Be accountable for improving the quality of teaching and learning in all Key Stages
- b) Plan and implement effective Schemes of Work for students in the department in all key stages, ensuring that they are in line with the National Curriculum, Public Examination and School Policies whilst ensuring work is sufficiently differentiated.

- c) Regularly quality assure and evaluate the assessment and attainment data in the department for all key stages in accordance with school policies.
- d) Provide appropriate professional development opportunities for staff to, for example, deliver new qualifications, enhance their curriculum knowledge and improve the quality of their teaching and learning practices.
- e) Ensure that appropriate procedures are in place to monitor the progress of students, rapidly instigating intervention strategies, in consultation with the Head of Year, as appropriate.

5: STUDENTS AND PARENTS

- a) Be responsible for all matters relating to the management of students in the Department, including the formation of appropriate teaching groups and for student behavior in the departmental area at all times - within and outside lessons.
- b) Monitor, and improve as necessary, the quality of written reports ensuring that deadlines are adhered to.
- c) Ensure that appropriate contact is maintained with parents throughout the year regarding the progress and behavior of students.

6: RESOURCES

- a) Responsible for Health and Safety within the ensuring all equipment is used safely.
- b) Responsible for all aspects of the delegated financial management of the department, ensuring compliance with the Trust's financial regulations.

7: ATTENDANCE AT MEETINGS

- a) Lead departmental meetings
- b) Relevant line management meetings
- c) Governor meetings as appropriate
- d) Other meetings as directed/required to fulfil the requirements of the role

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be reviewed periodically in the light of changing needs and circumstances. The Head Teacher or the post holder may initiate a review. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make changes following consultation.

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Last Review Date: May 2020
Next Review Date: May 2021

