

SIR ROGER MANWOOD'S SCHOOL

HEAD OF DEPARTMENT

TLR: 2b

Responsibility for the leadership and management of the teaching and learning in the department.

1. **Responsible to:** SLT line manager
2. **Responsible for:** The pupils in your charge
Subject staff in your subject area
3. **Important relationships:** Pupils and parents
Other members of the teaching and support staff
Heads of other departments
3. **Important external relationships:**
 - Staff in all phases of local schools and other relevant educational establishments
 - Professional associations
4. **Main areas of responsibility and accountability:**
 - a) **to ensure high standards of teaching and learning by:**
 - acting as a role model, including acting in accordance with the national Teacher Standards at all times, and have similar high expectations of members of the department
 - leading discussions and developments on pedagogy and methodology
 - leading the monitoring and evaluation of the department, including critical self-evaluation and regular work scrutiny
 - observing lessons and feeding back to staff
 - ensuring an effective ambience, climate and environment for learning within the subject area
 - analysing data of internal and external assessment and acting on the outcomes of the analysis
 - leading on marking, assessment, reporting and recording (including monitoring)
 - planning, developing and rewriting SoW in your subject area
 - organising the teaching throughout the school in the subject area
 - ensuring that all the needs of pupils are met, including the management of behaviour and its impact on learning
 - ensuring that there is appropriate and varied provision of educational enhancement (e.g. support clinics, clubs, trips/visits)
 - b) **to ensure the agreed policy on performance management is implemented in the department by:**
 - line managing assigned teachers and support staff by performance review
 - setting challenging objectives
 - developing induction reflecting school/department/individual needs and aspirations
 - dealing with issues of capability
 - c) **to ensure the development of personal and departmental knowledge, skills and expertise by:**
 - the use of comparative data

- updating knowledge at a subject and national level by keeping up to date on research and inspection findings and other pedagogical information
 - knowing and implementing national statutory requirements
 - keeping up to date with developments in ICT
 - committing to own professional development
- d) to ensure the contribution of the department at a school level by:**
- contributing to the development of whole school policies
 - contributing to the whole school literacy dimension
 - contributing to whole school equality, diversity and inclusion
 - liaising with external agencies
 - representing views, concerns and interests of the subject team
 - supporting the school ethos and policies
 - ensuring the strategic direction and development of the subject area
 - presenting to governors, parents and pupils as appropriate
- e) to perform a personnel function for the department by:**
- participating in the selection of new staff
 - delegating to members of the department as appropriate
 - ensuring efficient and effective communication with the department
 - good organisation and management of assigned members of the department
 - supporting, guiding and motivating teaching and support staff team members
 - sharing a common vision with team members to secure their commitment
 - developing and ensuring teamwork
 - chairing meetings as appropriate
 - being responsible for coaching and monitoring staff
 - giving advice and support for staff about career and pay progression
- f) to ensure the best possible pastoral and academic outcome for pupils**
- by achieving the highest possible examination and accreditation outcomes
 - monitoring, celebrating and rewarding pupil progress
 - by holding regular department meetings and providing the SLT with minutes
 - by ensuring the quality of assessments and reports by members of the department
- g) to manage the resources of the department by:**
- supervising the use of accommodation and the provision of an appropriate environment for learning
 - performing appropriate risk management assessments
 - ensuring value for money when making purchases
 - ensuring the effective development of staffing
 - ensuring compliance with the school's Health & Safety Policy
 - ensuring that inventories are completed and checked
- h) other responsibilities**
- undertaking other duties as may be reasonably expected

These duties are in addition to performing those of a main scale classroom teacher as outlined in the STRB documents.