



WILLIAM ELLIS SCHOOL

HEAD OF DEPARTMENT (SUBJECT LEADER)

RESPONSIBLE FOR: Strategic and operational leadership and management of the subject area.

RESPONSIBLE TO: A MEMBER OF EXTENDED LEADERSHIP TEAM

PURPOSE OF THE POST

The contribution of middle leadership is vital in raising attainment and the success of a School. The HOD will lead by good example, by taking responsibility for all aspects of the work within the subject area and by playing a full part in encouraging a positive, secure, and pleasant working environment throughout the school. A HOD will also contribute to the formation and implementation of school policy and will participate in appropriate meetings with colleagues and parents. The HOD works under the general direction of the Headteacher and line manager and, for pastoral responsibilities, their Head of Year.

MAIN RESPONSIBILITIES

These responsibilities are to be taken as subject to the general duties and responsibilities contained in the School Teachers' Pay & Conditions of Employment and are not therefore an exclusive list. Other duties may arise at the discretion of the Headteacher

Specific responsibilities include

1. Curriculum

- Producing an annual subject development plan linked to the key issues within the School Improvement Plan.
- Developing the subject, devising, and up-dating teaching schemes which match, where appropriate, programmes of study and attainment targets.
- Co-ordinating the work of all staff teaching within the subject area to ensure good individual student progress.
- Ensuring the use of suitable teaching materials always bearing in mind the school's Equal Opportunities Policy.
- Keeping and ensuring other members of the department keep up-to-date with current thinking, e.g. new examination procedures, the requirements of the National Curriculum etc.
- Ensuring that departmental practices are responsive to the individual needs and ability of each student.
- Ensuring effective day to day teaching including suitable cover work.
- Implementing assessment, monitoring and recording procedures which enhance the learning of students and reflect school policies.
- Liaising effectively with the curriculum deputy and providing information as required.
- Liaising effectively with inspectors, advisors, librarian, and other agencies.
- Exploring and engaging in cross curricular work and links.
- Ensure there is a range of extra-curricular activities
- Liaising with additional support agents eg. Literacy Co-ordinator or SENCo.

2. Staff

- Giving support and advice to all staff teaching within the subject area including Teaching and Learning Assistants, cover teachers.
- Ensuring the team's awareness of and adherence to school policies.
- Keeping their line manager informed of particular achievements of staff or problems they may be facing.
- Inducting the following trainee teachers as appropriate
 - i New teachers within the subject area
 - ii NQTs
 - iii Beginner teachers
 - iv GTPs
- Liaising with the tutor in charge of NQTs, GTPs or Beginner teachers, arranging productive preliminary visits, suitable timetables and assisting with the completion of reports.
- Leading team and as necessary cross curricular meetings to ensure efficient communication throughout the school, organising agendas and completion of minutes, copies of which, must be passed to their line manager.
- Liaison with their line manager.
- Monitoring all record keeping of the curriculum team, including student attendance, lesson planning, homework, discipline, rewards, report writing, profiles, assessments.
- Ensuring curriculum staff help with the smooth running of the school by meeting deadlines, by being punctual to lessons and delivering consistently good quality learning.
- Bringing staff attention to relevant INSET provision.
- Providing curriculum INSET as necessary and contributing to whole school INSET.
- Delegating responsibility within the subject area as appropriate.
- Actioning effective Performance and Line Management of staff on an annual basis.

3. Students

- Allocating students to teaching groups as by ability, and according to school policy.
- Providing and maintaining up-to-date class lists.
- Preparing and using adequate and useful career and course guidance for students.
- Devising a curriculum core policy on lesson routine and discipline in line with that of the school.
- Taking responsibility for student behaviour within the subject area.
- Ensuring adequate liaison with specialist staff, form tutors and Heads of Year, to meet student needs.
- Encouraging a positive ethos within lessons through SIMs Achievement points and effective working relationships.

4. Parents

- Ensuring parents have adequate knowledge of the work of the curriculum team with reference to their child's stage of learning through the school web-site and direct contact.
- Ensuring that all departmental correspondence with parents is polite and enlists the support of parents.
- Informing Head of Year of intended correspondence to ensure a co-ordinated approach to parents.
- Ensuring copies of all correspondence are given to relevant personnel.

5. Administration and Environment

- Ensuring teaching rooms are effective learning environments through attractive, litter and graffiti free areas.
- Ensuring good display in and around teaching areas including level and grade descriptors.
- Ensuring that the work of students within the subject area is adequately represented about the school.
- Ensuring all damage is reported to the Director of Operations.
- Ordering all curriculum stock and equipment via the Finance Manager.
- Ensuring the security of stock/equipment and maintaining efficient stock control.
- Liaising regularly with the Director of Operations concerned with building and finance. Maintaining a balance/positive budget
- Ensuring subject staff are aware of the importance of key security.
- Taking delegated responsibility for health and safety.
- Ensuring efficiency in all aspects of internal and external examination administration within the subject area.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

Signed _____

Date _____