

This Job Description is supplementary to the Trinitas Teacher Job Description and represents an additional area of responsibility	
Job Title:	Head of Department
School:	Trinity Church of England School
Allowance:	TLR as applicable to role
In addition to carrying out the duties of a Class Teacher	
Main Purpose of the Job:	
<p>The post holder will lead a team of teachers in raising achievement of students by:</p> <ul style="list-style-type: none"> • Continuing the significant improvements as a key department within the school leading to excellent progress for all students: <ul style="list-style-type: none"> ○ Ensuring that each individual student achieves their optimum level and ensuring that effective strategies are in place to further raise standards of student attainment and achievement across all key stages ○ Monitor and evaluate teaching and learning in accordance with the school policy, including lesson observation ○ Scrutiny of student work and quality of marking; ○ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the department, in accordance with the aims of the school and the curricular policies. ○ Prepare an annual department improvement plan for the department in accordance with the school planning cycle and taking into account the school's Strategic Plan and School Improvement Plan; • Managing the running of the department and employment of staff effectively: <ul style="list-style-type: none"> ○ Lead, manage and coordinate the work of the Department and encourage the process of team building; ○ To ensure that Health and Safety procedures are adhered to at all times by all members of the department; ○ Allocate teachers to teaching groups and manage staff in the department; ○ Monitor staff absence within the department and provide appropriate support and guidance; ○ Ensure that quality cover work is provided for classes when staff are absent and support the work of Cover Supervisors/cover teachers within the department; ○ Oversee and support the professional conduct of the staff in the department. Monitor and advise staff on appropriate professional conduct; ○ Induct new staff to the department including newly qualified teachers in accordance with school policy and oversee the work of initial teacher trainees as appropriate; ○ Ensure a prompt response to parental enquiries about individual student progress within the department; ○ Organise, chair and arrange for the recording of meetings of the department team according to the agreed school schedule. Ensure that minutes of meetings are circulated to team members and the SLT link member; ○ Participate in the selection and appointment of teaching and support staff to the department and to contribute to references for staff; ○ Ensure that school policies are implemented by all staff within the department. 	

- Developing department staff teaching skills and pedagogical knowledge and keep abreast of teaching and curriculum developments;
- To ensure the development and enhancement of the teaching practice of others;
- To develop technicians' professional development and support the running of the technician apprenticeship programme, where appropriate
- Ensure the school's 'Appraising Teacher Performance Policy' is implemented for all department staff;
- Participate in relevant courses related to the role of Head of Department and keep abreast of current or new developments in the subject and the curriculum;
- Actively encourage and assist members of the department team in their own professional development, recognising their training needs;
- Ensuring outstanding provision for all students across the school:
 - To ensure the effective management and deployment of teaching/support staff, technicians, financial and physical resources within the department
 - To promote enrichment and extra-curricular activities within the department to enhance learning.
 - Maintain and regularly update the department inventory of equipment and audit on an annual basis.
 - Oversee ordering, maintenance and accountability for the teaching and learning resources within the department;
 - Ensure the care of rooms and other spaces, including furnishings and fittings in the department;
 - Ensure all classrooms and corridors in the vicinity of and relating to the Department have inspiring displays of material including students' work which is regularly updated;
 - Manage the department budget effectively;
- By playing a key role in the leadership of the school, working closely with other key leaders to drive up standards including those within the department.
 - Represent department views through attendance at appropriate meetings and provide feedback;
 - Meet formally with the link SLT member according to schedule;

Major Duties & Responsibilities:

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

All Teachers are required to:

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD), and in accordance with the Teachers' Standards.
- Play a full part in the life of the school community and to support its distinctive Christian ethos and participate in collective worship in accordance with school policy.
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area in line with departmental and whole school policy.

- Contribute to raising standards of student attainment through participation in departmental planning and attendance at departmental meetings.
- Prepare lessons thoroughly in accordance with departmental schemes of work, assess and mark pupils work frequently in order to monitor progress systematically, **and** write such reports as are necessary, all in accordance with school policies, especially on Assessment, Recording and Reporting.
- Undertake a tutorial and pastoral role to monitor and support the overall progress and development of students as a teacher/ Form Tutor (as required).
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Participate in meetings with colleagues, governors and parents and undertake duties within agreed directed time.
- Continue personal and professional development by participating in arrangements for further training and professional development
- Engage actively in the Performance Management Review process.
- Maintain discipline in accordance with the school's procedures and to encourage good practice with regard to standards of work and homework, behaviour, punctuality and uniform.

Last Updated By:

HR

Date:

May 2024

Person Specification	Essential / Desirable
Qualifications	
Qualified to degree level	E
A minimum of grade C at GSCE (or equivalent) in English and Maths or completion of QTS Skills tests	E
Qualified Teacher Status	E
Evidence of other professional study	D
Experience	
Experience relating to school improvement	D
Evidence of continued professional development relevant to the subject area	D
Strong engagement with pedagogy	D
Experience of Line management of staff	E
Skills & Abilities	
Positive pupil behaviour management skills	E
Knowledge & Understanding	
Knowledge and awareness of relevant pedagogy	E
The use of data to track student progress and monitor achievement	E
Maintaining clear and accurate records	E
Personal Attributes	
Ability to inspire trust and confidence	E
Confidently deliver/present to a range of audiences	E
Ability to engage and motivate pupils and staff	E
Good organisational skills	E
Have a positive and flexible approach	E
Ability to work as part of a team	E
Ability to maintain confidentiality	E