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| Screen Clipping | Job DescriptionHead of Department February 2018 Montsaye is committed to safeguarding and promoting the welfare  of children and young people and expects all staff to share this commitment. |

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| **Post Title** | Head of Department |
| **Reporting to** | Senior Vice Principal |
| **Job Purpose** | To develop and manage the staff in the learning area in line with the Academy’s mission and strategic objectives.  To ensure that the programmes of study delivered for all categories of learners meet their identified learning needs and the targets set for each student.  To lead, manage, monitor, evaluate and work closely with colleagues in the department whose roles include the following key areas: Teaching and Learning, E-learning, Personalised Learning including Gifted & Talented and students with SEN.  Develop the quality of teaching in the department to be outstanding.  To provide specific subject related advice and guidance to department staff and leaders.  To research and develop subject specific curricular and advise on adaptations and changes.  Ensure performance management is carried out effectively and efficiently on a regular basis  To oversee Schemes of Work and Programmes of Study in specific curriculum areas |
| **Main Duties** | To develop the learning area to meet the needs of a diverse range of learners in relation to the Academy mission and to ensure inclusiveness and equality of opportunity.  To set challenging targets for students achievement, and the diversity of activity for courses within the learning area.  To monitor and report progress on achievement of these targets and take appropriate action to ensure that the targets are met.  To implement and manage the Academy’s quality monitoring systems and lead the production of the Self Assessment and Development Planning Process for the learning area.  Encourage the development and use of ICT.  To manage the development of flexible methods of curriculum delivery and learning styles to contribute to raising standards within the learning area.  To monitor the work of the department and to organise department meetings to discuss the implementation of department policy.  To review curricula for the subject reflects national changes  To consider and adapt the curricula for each year group.  To advise on syllabus, resources and examination boards.  To lead development and change within the subject.  To take an overview of the quality of provision and plan enhancements |
| **Specific Duties** | To advise the Senior Vice Principal on the aims and policies of the department and the resources required to implement these.  To co-ordinate the preparation and development of courses of study, teaching materials, teaching programme, methods of teaching and assessment.  To contribute to the selection for appointment and professional development of teachers and non-teaching staff including the induction and assessment of new and newly qualified teachers to work in the department.  To seek to ensure the effective use of the department’s equipment, proper maintenance of the materials and fabric of the department and the observance of relevant health and safety regulations.  To maintain efficient and effective control of the department’s budget |
| **Qualifications and Key Skills** | Qualified Teacher Status |