

## **JOB DESCRIPTION/ PERSON SPECIFICATION**

### **Post Holder:**

**Post Title:** Head of Department/ Faculty

**Accountable to:** SLT Line-Manager

### **Core purpose of the job:**

To secure continuous improvement in the teaching of the subject/s, producing the highest standards of student achievement and ensuring that all students develop their knowledge, understanding, skills and abilities within a secure, challenging and motivating educational environment.

### **Key duties, responsibilities and tasks:**

1. Meet all aspects of the Teacher Standards
2. Line manage staff members within the department/faculty
3. Lead the subject team by demonstrating and achieving high standards in the teaching of the subject which sustain and raise standards of student achievement, behaviour and motivation
4. Be responsible for using departmental/faculty data and target/objective setting
5. Meet all deadlines in a timely manner
6. Manage the human, physical and financial resources available to the department/faculty team to greatest effect
7. Take responsibility for Departmental self-evaluation and strategic planning
8. Establish a clear vision for improvement to students' overall educational experience including their academic, physical, social, moral, cultural and spiritual development.
9. Design, develop and review the subject
10. With the SLT Line manager, secure good monitoring and evaluation of teaching in the subject taking action as necessary to improve the quality of teaching and learning.
11. Ensure a very positive and stimulating learning environment throughout the department.
12. Monitor and evaluate the quality of assessment, recording, reporting, progress and achievement of students across the department taking action as necessary to improve progress.



13. Set high expectations of staff and student personal relationships.
14. Develop own professional skills and competencies.
15. Contribute positively to the review, development and improvement of school and department/faculty policies and procedures.
16. Contribute to the improvement of the school curriculum, assessment processes, improvement of student progress and overall achievement.
17. Undertake performance management duties within your department

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

### **Review of Job Descriptions**

Job descriptions will be reviewed annually by the governors and may be changed after appropriate consultation.

### **Appraisal**

Appraisal, which will be undertaken by the post-holder's line manager, will be based on reviewing performance against the job description.

### **Terms and conditions of employment**

The terms and conditions of all posts are as described in Part XI of the current School Teachers' Pay and Conditions Document and in the Islington contract of employment.

### **Note:**

This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot necessarily justify a regrading of the post.

Signed:

Date:

# **Person Specification**

## **Post Title: Head of Department**

The successful candidate should have:

1	Qualified teacher status and a degree in the relevant subject
2	Appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description
3	Effective classroom management skills
4	Clear education aims and values which are consistent with the school aim of high quality teaching and learning and good standards of achievement
5	An understanding of how students learn and improve their skills, knowledge and understanding
6	Good interpersonal relationship skills
7	Good information and communication skills
8	Good knowledge of the subject and how it can effectively be taught across key stages 3 and 4
9	Good knowledge of student assessment techniques
10	Knowledge of health and safety requirements
11	A firm commitment to and ability to adhere to the school's Equal Opportunities Policy