



HALL GREEN SCHOOL
JOB DESCRIPTION
POST: HEAD OF DEPARTMENT

Post Title:	Head of Department:
Purpose:	To develop, monitor and evaluate a curriculum area
Reporting to:	The Department's Senior Line Manager
Core tasks and responsibilities (in addition to those of a classroom teacher):	
<ul style="list-style-type: none"> • To raise standards of pupil attainment and achievement within the curriculum area and to monitor and support pupil progress providing appropriate intervention. • To be accountable for pupil progress within the subject area. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department. • To be accountable for leading, managing and developing the subject/curriculum area. • To deploy financial and physical resources within the department effectively to support the school and department development plans. 	
Strategic Direction and Development:	<ul style="list-style-type: none"> • To develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. • To actively monitor and follow up pupil progress. • To implement School Policies and Procedures. • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School. • To ensure that Health and Safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary and liaising with the School's Health and Safety Manager.
Teaching and Learning:	<ul style="list-style-type: none"> • To be accountable for the development and delivery of the Department's curriculum. • To ensure the delivery of an appropriate and comprehensive subject/curriculum area programme that complements the School Development Plan and School Evaluation. • To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
Leading and Managing Staff	<ul style="list-style-type: none"> • To manage and effectively deploy teaching/support staff in the department. • To develop and enhance the teaching practice of others. • To monitor the work of post holders in the department.
Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> • To participate in the recruitment of teaching staff and where required support staff in the department. • To support teachers to promote high quality teaching and learning, including those for individual pupils, through effective resourcing in the department. • To participate in arrangements made in accordance with the regulations for the appraisal of staff.
Quality Assurance	<ul style="list-style-type: none"> • To monitor the work of the department and ensure evaluative reports are produced as requested by senior management.
The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.	

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