

JESMOND PARK ACADEMY

Job Description

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| Post Title: | Head of Department |
| Payscale: | Main/Upper Pay Range with TLR Payment Level 1a |
| Responsible to: | Principal |
| Responsible for: | Subject Department |
| Job Purpose: | To be accountable for educational progress of learners within the designated departments by effectively leading teaching and learning, developing the curriculum areas and line managing a team of a significant number of people. |

Main Responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

1. To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

Lead Teaching and Learning Responsibilities

- 2 Lead learning within a designated curriculum areas by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
- 3 Lead, develop and enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
- 4 Lead, manage and develop a curriculum area to provide programmes/activities that match learner aspirations and potential and achieve excellence and enjoyment for learners.

- 5 Line manage a team of staff comprising a significant number of people including the effective recruitment, appraisal and development of its members in order that the team's objectives are achieved.
- 6 Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

Generic Responsibilities

- 7 Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school Climate for Learning policy.
- 7 Contribute to the monitoring and development of a curriculum areas to ensure suitable opportunities are provided for learner aspirations to be met.
8. Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
- 9 Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
- 10 Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructive feedback on learners' attainment, progress and areas of development.
- 11 Demonstrate ongoing development and application of teaching practice, expertise and subject specialism to enrich the learning experience within and beyond assigned classes or groups of learners.
- 12 Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- 13 Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
- 14 To work effectively with, be aware of and assist integrated processes, such as the Common Assessment Framework and local opportunities which support ECM and NCYPP aims for children, young people and their families
- 15 Promote the safeguarding and welfare of children and young persons the

postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.

- 16 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

In addition, Upper Pay Range teachers are expected to:

- 17 Make significant contributions to implement workplace policies and practice and to promote their implementation.
- 18 Give advice on the development and wellbeing of children and young people, if required,
- 19 Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback

