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## Hitchin Boys' School Job Description

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### Position: Head of Department/Faculty

**Reporting to:** SLT line manager

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document and the latest Teachers' Standards. It may be modified by the Headteacher, with your agreement, to react or anticipate changes in the job, commensurate with the salary and job title.

The main purpose of this role is to ensure high standards of achievement in your subject area and to lead teaching and learning within the curriculum so that students make outstanding progress and enjoy their learning. **Underpinning this is having the highest expectations for all students.**

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of Hitchin Boys' School and to be instrumental in creating an ethos which facilitates the effective education of every student in your care. 'Striving for Excellence' means that every student realises their potential and has barriers to learning removed as far as possible.

### Professional Standards

- Make the **education** of students your first concern and be accountable for achieving the highest possible standards of work and conduct with all students.
- Support the **aims** of the school at all times and endeavour to promote our development as a powerful learning community.
- Have due regard for the need to **safeguard** students' well-being, in accordance with statutory provisions and the schools' procedures.
- Treat all members of the community, colleagues and students, with **respect** and consideration. Ensure that conduct within and beyond the school does nothing to undermine the integrity of the school or teaching profession as outlined in the staff code of conduct.
- Treat all students **fairly**, consistently and without prejudice.
- Set an excellent **example** to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the **aims** of the school by attendance at and participation in events such as parents' evenings, open evenings and options evenings (as appropriate to your responsibilities).
- Support the **ethos** of the school by upholding the rewards systems, behaviour code, uniform regulations etc.

- Play a full role in the life of the **school community**, supporting our ethos and encouraging staff and students to follow this example.
- Take responsibility for your own **professional development** and participate in staff training when provided and seeking out other opportunities for personal development.
- Reflect on your own **practice** as well as the practice of the school with the aim of improving all that we do.
- Read and adhere to the various **policies** of the school as expressed in the School Development Plan, the Staff Handbook, subject area/year group documentation, etc.
- Participate in the **management** of the school by attending various meetings according to the calendar.
- Participate in school and department **evaluation** and programme for monitoring teaching and learning.
- Undertake **duties** as prescribed within school policies.
- Ensure that all **deadlines** are met as published in the school calendar.
- Be proactive and take responsibility for matters relating to **Health and Safety**.
- Undertake professional duties that may be reasonably assigned to you by the Headteacher.

#### **Your key accountabilities as Head of Department/Faculty**

- Lead and manage all teaching and learning in your subject area with the aim of ensuring that standards of attainment meet the school's high expectations.
- Monitor the work of the department holding all members of the team to account on their roles and responsibilities.
- Meet regularly with the Heads of subject and delegate tasks amongst the team.
- Communicate regularly with the whole department.
- Organise departmental meetings to discuss the implementation of departmental policy, team building and shared aims.
- Prepare the departmental development plans to reflect departmental priorities.
- Analyse data on student progress, achievement and attainment in line with school policy and practice.
- Lead curriculum development within the subject and act as a source of advice, guidance and authority on the subject within the school.
- Establish and maintain a climate within the subject which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all.

- Devise and implement schemes of learning for all subject courses in each Key Stage, ensuring that these support outstanding learning and student progress. Ensure that the curriculum is well designed, coherent, well sequenced and secures progression of learners through the key stages, developing their knowledge, understanding and skills.
- Monitor the quality of teaching, providing feedback appropriately.
- Manage informal and formal assessment within the subject, implementing school assessment policies and leading the use of assessment information to enable teachers to set appropriate progress targets and review and evaluate student progress.
- Contribute to the selection for appointment and professional development of teachers and support staff including the induction and assessment of new and newly qualified teachers to work in the department.
- Through excellent practice, well developed teaching skills and curriculum knowledge, provide coaching and mentoring support for colleagues in the subject area.
- Manage the budget allocation for the subject area, ensuring that resources are deployed to support student progress.
- Ensure that each external examination syllabus is appropriate, and that the specification(s) are known and understood by all staff teaching the course and to liaise with the exams officer as necessary.
- To arrange cover in the absence of a team member

### **Teaching and Learning**

- Maintain an excellent knowledge of relevant subjects you teach coupled with powerful subject pedagogy to inspire and interest students in their learning and address misunderstandings.
- Plan and deliver effective lessons, building on students' prior attainment, that promote a love of learning and intellectual curiosity in accordance with the school policy on teaching and learning, adhering to the subject specification and relevant schemes of learning.
- Set demanding expectations for students' learning behaviour at all times by establishing a purposeful working atmosphere in your classroom, making full use of the rewards system to encourage excellent work and positive attitudes and applying sanctions according to our behaviour policy where necessary.
- Know how and when to differentiate appropriately and routinely review your lesson delivery particularly in relation to content and relevance for students of varying abilities.
- Maintain high standards of literacy, articulacy and the correct use of standard English to enhance the development of literacy in students.
- Liaise with colleagues to design an engaging curriculum within your relevant subject area(s).
- Set appropriate and challenging work when on leave of absence.

- Ensure that progress is sustained for all groups of students (Pupil Premium, SEND, EAL etc) and that differentiated strategies and resources are in place to close attainment gaps.

### **Assessment, Recording and Reporting**

- Maintain notes and plans of lessons undertaken, and accurate records of students' work.
- Mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Assess student progress levels regularly and write reports in line with school policy and as specified in the published calendar.
- Provide detailed formative and summative feedback at your Parent-Teacher Consultation evenings.
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on students with SEND.

### **Pastoral Responsibility** *(all staff have pastoral responsibility, not just tutors)*

- Undertake responsibility for a group of students (for example, a tutor group or when on a school trip) to support their social and academic development, and to monitor and support their health and safety.
- When presented with a safeguarding concern, act in a calm and professional manner, informing the relevant people to ensure that the child's safety and wellbeing is paramount and taken care of.
- Encourage outstanding attitudes to learning and behaviour in your pastoral role.
- Act as the first point of contact for parents of students in your group, liaising with other staff as appropriate.
- Communicate regularly with your line manager about any issues or concerns relating to students in your tutor group.
- Monitor and set targets for the social and academic progress of individuals in your tutor group and be prepared to discuss these with parents.
- Promote excellent attendance for students in your tutor group and monitor this in accordance with the school's attendance policy, ensuring any significant issues are communicated swiftly to relevant support staff.
- Work collaboratively across the Hitchin Consortium to ensure that the sixth form operates effectively and good communication is maintained with fellow subject leaders in the Consortium schools

### **Appraisal**

Our agreed appraisal system will be used to review all teachers' performance throughout the year. This job description will be used as part of the review.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

Print name .....	
(Member of staff)	
Signed .....	Signed .....
(Member of staff)	(Headteacher)
Date .....	Date .....
(Member of staff)	(Headteacher)