



**City of Ely Community College**

**Job Description for Head of Department**

<b>Position</b>	Head of Department
<b>Salary Scale and salary</b>	
<b>Main Purpose(s) of job</b>	To be responsible for the leadership and quality of learning and teaching in the department
<b>Accountable to</b>	The Principal
<b>Responsible for</b>	Teaching Staff in the department If appropriate, the following technician(s)
<b>Management Responsibilities</b>	<p><b>1 Teaching and Learning</b></p> <p>To promote high standards of learning and teaching within the department by</p> <ul style="list-style-type: none"> <li>• provide leadership and guidance to members of the department in teaching styles and methodology</li> <li>• observation of lessons on a regular basis</li> <li>• creating in the department an ambience that promotes learning</li> <li>• ensuring the work of all students is marked and assessment in line with school and departmental policy</li> <li>• analysing data on all students in the department</li> <li>• ensuring students are progressing in line with targets based on prior attainment</li> <li>• leading the planning and writing of schemes of work for all courses</li> <li>• meeting the needs of pupils through application of whole school policies such as behaviour management</li> <li>• ensuring the department provides educational enhancement through activities such as revision sessions, trips.</li> </ul> <p><b>2 Performance Management</b></p> <p>To provide line management to members of the department through</p> <ul style="list-style-type: none"> <li>• reviewing the totality of their professional performance</li> <li>• setting challenging objectives</li> <li>• promoting personal professional development to meet school, departmental and individual needs</li> </ul> <p><b>3 Knowledge/Skill/Expertise</b></p> <p>To promote departmental effectiveness by developing personally in the following areas</p> <ul style="list-style-type: none"> <li>• use of comparative data</li> <li>• maintaining up to date knowledge of subject, national</li> </ul>

	<p>educational developments, pedagogy, classroom management, research and inspection findings</p> <ul style="list-style-type: none"> <li>• meeting any statutory requirements</li> <li>• developing the use of ICT</li> <li>• being committed to personal professional development</li> </ul> <p><b>4 School Contribution</b></p> <p>To play an important role in the development of the college and its relationships with its community through</p> <ul style="list-style-type: none"> <li>• contributing to whole school policy</li> <li>• liaising with external agencies</li> <li>• supporting the school ethos and policies</li> <li>• representing the views, concerns and interests of your team</li> <li>• attending meetings connected with the duties of the post</li> <li>• liaising effectively as required with governors and parents</li> </ul> <p><b>5 Personnel</b></p> <p>To be responsible for the following personnel functions</p> <ul style="list-style-type: none"> <li>• participation in the selection of new staff</li> <li>• coaching, mentoring, supporting, guiding, motivating team members</li> <li>• developing and heightening a common purpose and shared vision within the department</li> <li>• advising the Principal on any matters relating to members of the department such as threshold applications</li> <li>• organising all aspects of the work of the members such as teaching allocations,</li> </ul> <p><b>6 Student outcomes</b></p> <ul style="list-style-type: none"> <li>• to be responsible for the examination performance of all students taking courses within the department</li> </ul> <p><b>7 Resources</b></p> <p>To be responsible for the most effective use of the resources of the department through</p> <ul style="list-style-type: none"> <li>• creating an ambience in the department that is conducive to learning</li> <li>• deploying effectively the resources of the department and available to the department</li> <li>• informing the bursar of any risks or hazards in the department</li> <li>• being responsible for departmental capitation and achieving value for money</li> </ul>
<b>Teaching</b>	<ol style="list-style-type: none"> <li>1. promoting excellence in teaching and learning</li> <li>2. planning and preparing lessons in accordance with National Curriculum and departmental schemes of work</li> </ol>

	<ol style="list-style-type: none"> <li>3. teaching timetabled lessons</li> <li>4. setting and marking homework in accordance with school policies</li> <li>5. assessing student work in line with departmental policies</li> <li>6. providing or contributing to oral and written assessments and references relating to individual students and groups of students</li> <li>7. covering for absent colleagues where required</li> <li>8. taking part in curriculum and other meetings as appropriate to role</li> </ol>
<b>Child Protection</b>	To inform the Child Protection Officer of any issues relating to the safety and well being of students.
<b>Pastoral(Where appropriate)</b>	<ol style="list-style-type: none"> <li>1. registering students</li> <li>2. providing tutorial support and overseeing student progress</li> <li>3. delivering work that is required as part of the tutorial programme.</li> <li>4. taking part in pastoral meetings.</li> </ol>
<b>Ethos</b>	<ol style="list-style-type: none"> <li>1. establishing a climate of excellence within learning and teaching with students at least matching levels of performance indicated by prior attainment</li> <li>2. maintaining good order and discipline among pupils</li> <li>3. carrying out supervision of students and staff duties as detailed by the Principal in accordance with College policies.</li> </ol>
<b>School Development</b>	<ol style="list-style-type: none"> <li>1. contributing to wider school developments</li> <li>2. participating in arrangements for the review of your performance and that of other teachers</li> <li>3. reviewing your methods of teaching and programmes of work</li> <li>4. participating in arrangements for your professional development as a teacher</li> </ol>
The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment and will count where appropriate as directed time in that statement.	
The job description does not define in detail all the duties/responsibilities of the post which will be reviewed annually as part of the performance management review and may be subject to modifications or amendments after consultation and agreement with the post holder	

Postholder's signature	
Date	
Principal's signature	
Date	

