



PLATANOS COLLEGE

An outstanding school for pupils of all abilities

JOB DESCRIPTION

HEAD OF DEPARTMENT/SUBJECT LEADER/CURRICULUM MANAGER/DIRECTOR OF LEARNING

Reporting to:	Member of the Headship Team
Responsible for:	The provision of a full learning experience and support for pupils within the subject area and leadership and management of the department
Liaising with:	Headship Team, Achievement Co-ordinators, Subject Leaders, Subject Co-ordinators and staff with cross-school responsibilities, relevant non-teaching support staff, parents and governors and other relevant stake-holders
Purpose:	To create/develop/maintain a department which has a clear vision for the delivery of a broad curriculum with all members being made accountable in order to ensure an outstanding provision.
Main duties and responsibilities	<ul style="list-style-type: none"> • Co-ordinating planning for the subject area/s in line with the academy's development plan – including liaison with outside agencies • Developing members of the team and showing commitment to continuing professional development • Ensuring the documentation for the areas of responsibility is in line with school policies • Writing appropriate schemes of work (SOW) for the subject area/s • Monitoring the delivery of the schemes of work and the assessment, recording and reporting of pupil attainment • Organising the acquisition and allocation of learning resources • Ensuring that all areas provide a stimulating and inspiring learning environment • Overall responsibility for all subject areas within the department ensuring that staff carry out their responsibilities with regards to pupil discipline and support for colleagues • Monitoring lessons, book sampling and delivering CPD sessions to the team as appropriate • Celebrating achievement of pupils and teachers and sharing good practice • Heading up all the issues to do with the department/faculty



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Core duties/ethos	<ul style="list-style-type: none">• To contribute towards continuity and progression within whole school curriculum• To oversee Department development plans, their implementation and the part they play in the whole school development• To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for all pupils to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress• To develop departmental strategies for the pupils spiritual, moral, social and cultural development, including citizenship• To use data effectively to monitor and evaluate progress, contribute to target setting, support pupils, raise attainment and ensure pupils reach their full potential and targets. Keep detailed records of the progress of each child in line with policy• To monitor and evaluate the teaching within each Department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team• To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with Special Educational Needs and/or Disability, including the most able and G&T• To work with the SENCO to ensure IEPs are used to set subject specific targets, and to match curricular materials and approaches to pupil needs• To keep up to date with national developments in the subject area/s• To actively monitor and respond to subject development and initiatives at national, regional and local levels• To ensure the highest standards of educational provision and professional conduct• To commit to the school and trust's vision, ethos, values and expectations• To challenge and demand the highest expectations and standards of each and every pupil• Support the senior leadership team in ensuring high standards of teaching and learning and implementation of curriculum strategies• To be an effective manager, practitioner and teacher. Devise new approaches/strategies where appropriate for the continued improvement of pedagogy and the operation of the department in line with whole school initiatives to support individual and group needs• Ensure that literacy and numeracy is high profile within the department• Implement whole school policies and procedures• To comply with and undertake any other duty as specified by the Teachers' Standards and School Teachers'
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	Pay and Conditions documentation not mentioned in the above
Pupil outcomes	<ul style="list-style-type: none"> • To ensure the effective operation of monitoring systems • To contribute to the process of target setting within the subject area and to work towards the achievement of the targets set • To review the outcomes of examinations and to evaluate the effectiveness of the subject area's work • To seek and implement modifications and improvement when required • To make use of data analysis and evaluate performance data provided, taking appropriate action to secure improvement • To lead and manage the effective delivery of the curriculum and other aspects of the subject/department to ensure outstanding pupil outcomes
Resources	<ul style="list-style-type: none"> • To co-operate with other staff to ensure the provision of an appropriate, comprehensive, high-quality and value for money curriculum programme • To ensure that health and safety policies and practices, including risk assessments are in line with national, local and school requirements
Pastoral	<ul style="list-style-type: none"> • To act as a mentor and to carry out the duties associated with the role as necessary

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. 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.

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. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List.

Offer of employment is always conditional on the receipt of satisfactory references.