

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	Heronsbridge School
<b>POST:</b>	Head of Leavers Department
<b>GRADE OF POST:</b>	Teacher Salary Scale plus TLR1A & ALN 2
<b>RESPONSIBLE TO:</b>	Headteacher and Governing Body

### **HEAD OF LEAVERS DEPARTMENT**

#### **Purpose**

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the department.
- To develop and enhance the teaching practice of others in partnership with the leadership team.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- To be accountable for leading, managing and developing a subject/curriculum area.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.
- To share responsibility for managing accredited courses in partnership with the Head of the Secondary Department.

#### **MAIN DUTIES**

##### **Operational/ Strategic Planning**

- To contribute to the development of schemes of work, resources, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management of the department, including effective deployment of staff and physical resources.
- To monitor and follow up pupil progress

- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety
- 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.

### **Curriculum**

- To liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality curriculum programme in line with the School Improvement Plan/School Evaluation.
- To keep up to date with and respond to national developments in curriculum teaching practice and methodology.

### **Staff Development**

#### **Recruitment/ Deployment of Staff**

- To work with the leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's support staff.
- To contribute to Performance Management Review(s) of teachers and support staff within the department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

### **Quality Assurance**

- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To seek/implement modification and improvement where required.

- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.

### **Management of Information**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To analyse and evaluate with the department, performance data provided and take appropriate action in response.

### **Communications**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Improvement Plan.
- To disseminate information from meetings of the SMT.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To represent the department's views and interests.

### **Pastoral System**

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of pupils within the department.
- To monitor pupil attendance together with pupils' progress and performance with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship, enterprise and other cross-curricular issues according to school policy.

### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development as agreed.

- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

## **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Head of Leavers Department

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Relevant teaching qualification</li> <li>• Experience of teaching in ALN</li> <li>• Registration with EWC</li> <li>• Leadership Training and Development</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working with pupils with severe learning difficulties</li> <li>• Experience of working with Post 16</li> <li>• Experience of working at management level</li> <li>• Experience of behaviour management strategies for challenging behaviour</li> <li>• Experience of managing teams of people</li> <li>• Experience of leading a whole school area of responsibility.</li> </ul>	Yes	Interview, application form, reference and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Empathetic to needs of pupils and staff</li> <li>• Excellent reflective Practitioner</li> <li>• Good communicator with staff and families</li> <li>• Enthusiastic and well motivated and able to motivate others in the team</li> <li>• Good organiser</li> <li>• Good problem solver</li> <li>• Ability to plan for development of department</li> <li>• An ability to support and deliver professional learning</li> </ul>	Yes	Interview, application form, reference and selection process.

<b>Attributes</b>	<b>Requirements</b>	<b>Essential</b>	<b>Method of Evaluation / Testing</b>
	opportunities <ul style="list-style-type: none"><li>• Strong and resourceful team player</li><li>• Commitment to CPD for self and others</li></ul>		