



RIDGEWAY ACADEMY

Job Description

Post Title:	Head of Department
Responsible to:	Senior Leadership Team
Responsible for:	Curriculum, T&L, Leading & managing staff, pupil progress, Pupil welfare
Salary Scale:	MPS + TLR 2a

MAIN PURPOSE OF THE POST

To carry out professional duties of a teacher, as described in the school Teacher's Pay and Conditions Document and as stated in the Teacher's Standards including those duties particularly assigned to him/her by the Head Teacher. To lead and guide the teachers teaching the subject and to lead and guide the curriculum, ensuring the highest possible standards are achieved, children are motivated, inspired and happy learners and staff operate together as an effective team with consistent practice.

MAIN ACTIVITIES

1. To assist the Leadership Team in the leadership and management of the school and in all aspects of school improvement.
2. To take full responsibility for leading and managing subject areas within the school.
3. To carry out teaching duties, as required and to take responsibility for the planning and implementing of the Scheme of work and curriculum for the subject areas of the school as defined.
4. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
5. To liaise with SENco to support the provision of vulnerable pupils in the subject area.

PRINCIPAL ACCOUNTABILITIES

1. To lead and manage a team of teachers to ensure
 - high quality consistent planning
 - teaching is creative and inspirational
 - staff review and reflect on their practice.
2. To establish a system for continuous development of Teaching and Learning through a planned programme of monitoring activities, ensuring clear guidance and targets for improvement are provided.
3. To review and analyse the departments assessment data, setting targets, planning strategies and interventions to ensure all children are being appropriately challenged and achieving appropriate levels in line with national expectation or above.
4. To attend regular meetings with HT/SLT to report on, discuss and review the quality of teaching and learning, standards and team practice.
5. To regularly monitor standards in the designated subject ensuring they meet the school's teaching and learning policy and standards.
6. To undertake any duties assigned by HT consistent with the core purpose of the post.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation

- At all times operating within the school’s Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE

The Directors of Ridgeway Academy Trust are the employers of the school. The Teachers Pay and Conditions document is used as the basis for teaching staff.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher