



Job Description

Title: Head of Department

Line Manager: Head of Faculty

Responsible for: Subject teachers/tutors and support staff within the Department

Purpose:

- To be responsible for leading and managing the department in the delivery of an efficient and successful curriculum (including 14 -16 and adult courses as appropriate)
- To be responsible for implementing quality assurance and improvement procedures within the department
- To be responsible for monitoring and improving standards of students' work and students' progress.

MAIN RESPONSIBILITIES

Personnel and Resources:

- To participate in the development of the annual budget for staffing and resources through consultation with the Head of Faculty.
- To participate in arrangements for the appointment, induction, promotion, appraisal and lesson observation of staff within the department and also in arrangements, when necessary, regarding conduct, capability and discipline.
- To allocate specific departmental tasks, including course leadership, to teachers in the department to ensure the efficient and effective management of the department.
- To propose and/or provide suitable staff development training for members of the department.
- To ensure that staff in the department comply with College procedures for reporting and assessment and liaise effectively with student services.
- To prepare timetables for rooms and members of the department within the guidelines produced by the Assistant Principal (Curriculum) and the Head of Faculty.
- To work with the Head of Faculty to maximise the quality of the teaching and learning environment.
- To control the spending of the curriculum allowance within the guidelines of the financial regulations of the College.
- To prepare appropriate bids for funding, projects and/or capital equipment.
- To manage the development and effective use of teaching materials and equipment in the department.

Curriculum, Quality, Teaching and Learning:

- To lead the department in a way that ensures that the highest quality learning is available to students.
- To monitor, support and develop the full-time and part-time curriculum, especially the development of teaching and learning styles and the quality of the students' classroom experience.
- To be responsible for ensuring that comprehensive and high quality written schemes of work are in place for all courses in the department.
- To select, monitor and update specifications and ensure that appropriate staff understand specification requirements.
- To manage curriculum development and recommend the introduction of new courses and options as demand or necessity dictate.
- To ensure the production of appropriate documents such as student guides for all courses within the department.
- To continually monitor the quality of provision within the department.
- To manage the annual self-assessment process for subjects in the department and produce the departmental SAR. To monitor, report back and ensure that department members are familiar with agreed targets and action plans.
- To manage the review of examination results, retention rates and added value indicators for courses and individual classes in the department and take appropriate action in the case of identified under-performance.
- To undertake evaluate and act upon the student evaluation of all courses in the department.
- To ensure that students in the department are managed effectively; implement appropriate College policies and procedures and initiate College disciplinary procedures as appropriate.
- To ensure that students on courses and in tutor groups within the department receive appropriate support and that referrals are made in accordance with College procedures.
- To ensure the timely undertaking of all subject and tutor reviews for students in the department.
- To organise and manage the department's contribution to enrichment opportunities for students.
- To ensure that all College trips which are run in connection with courses and activities in the department are organised in accordance with College policy and procedures.
- To effectively manage marking, moderation and verification of internal assessments and coursework.
- To arrange, if appropriate, for any external moderation or verification procedures to take place.
- To ensure that work is set for classes of absent staff and to arrange supervision as necessary.
- To hold minuted departmental meetings to deal with administrative matters, to discuss appropriate curriculum issues, such as teaching and learning, cross-curricular and College issues.

- To ensure there is efficient and effective communication within the department.
- To ensure timely and accurate data returns as requested by the MIS department, including examination entries and target grade data.

Examinations:

- To ensure that students on courses in the department are adequately prepared for assessments.
- To be responsible for liaison with examination boards e.g. arranging moderation.

Schools Liaison and Marketing:

- To be involved in the recruitment and retention of full-time and part-time students, especially in the maintenance of the quality of provision for which they are responsible and for continuing to develop relationships with partner schools and colleges.
- To co-ordinate and develop the liaison work with heads of subject in partner schools, advisors, post-16 panel groups and HE.
- To keep abreast of current developments in 11-18 education and progression issues in the subject areas relevant to the department.
- To disseminate destinations information.
- To prepare and update the entry for the full-time and part-time Prospectus.
- To prepare materials for and manage the area's contribution to College Open Evenings.

General:

- To promote and ensure compliance with all College policies and procedures. In particular, to ensure equality of opportunity and the effective application of health and safety procedures for all staff and students within the department.
- To participate in the College's Performance Management system.
- To contribute to the achievement of the College's mission and strategic objectives.
- Any other duties required by the Principal, which are reasonable within the purview of the post.
- This job description should be read in conjunction with the 'Subject Teacher' job description and 'Tutor' job description (if applicable).

Signed:

Post holder:

Date:

Line Manager:

Date:

Date of next review (usually every 2 years):

PERSON SPECIFICATION FOR A HEAD OF DEPARTMENT

	Essential	Desirable	Method of assessment A - Application I - Interview
QUALIFICATIONS / TRAINING			
▪ Recognised relevant degree	√		A
▪ Full Teaching qualification or working towards	√		A
EXPERIENCE			
• Teaching young people in 16-19 age range		√	A
• Successful teaching career/potential to have successful teaching career	√		A & I
• Good classroom and behaviour management	√		A & I
• IT literate		√	A & I
• Managing People		√	A
• Managing a Budget		√	A
KNOWLEDGE SKILLS & ABILITIES			
• Demonstrating a commitment to safeguarding and promoting the welfare of children and vulnerable adults	√		I
▪ Good knowledge of subject	√		I
▪ Ability and willingness to contribute to other subject areas		√	A & I
▪ Providing guidance and support to students in academic and personal matters	√		I
▪ Working well as part of a team	√		I
▪ A commitment to learner-centred teaching and learning	√		I
▪ A commitment to active teaching and learning	√		I
▪ A commitment to quality assurance and continuous improvement	√		I
▪ Excellent communication skills	√		A & I
▪ Strong presentation skills	√		A
▪ An energetic and enthusiastic approach to teaching	√		I
▪ Ability to inspire students in their learning		√	I
▪ Knowledge of curriculum development	√		A
BELIEFS AND VALUES			
▪ Have a passion for teaching		√	A & I
▪ Commitment to diversity and equality of opportunity	√		A & I

▪ Sharing the values of Barton Peveril College		√	A & I
▪ Commitment to continuous professional development	√		A & I
▪ Willingness to contribute to the broader life of the College		√	A & I

In addition to assessing the candidates' ability to perform the duties & responsibilities associated with the post, the interview will also explore issues relating to safeguarding & promoting the welfare of the students.

Teachers need a sufficient standard of health and physical fitness to teach and we expect this from all our staff. Teaching is a demanding career and teachers have a duty of care for the students in their charge. The health, education, safety and welfare of students are an important factor in deciding on an individual's suitability for a teaching post.

N.B. Applicants with a disability should not be deterred from applying; we welcome applications from disabled people whatever their impairment and will make reasonable adjustments both at interview and on appointment. You are encouraged to discuss what adjustments would be necessary.