



JOHN WILLMOTT SCHOOL

Head of Department – Business and Computing

Job Description

Grade : TLR 2b
Line Management : Leadership Link

1. Job Purpose

- 1.1 To lead and be accountable for the work of all subject teachers in the faculty, to include team building and development work.
- 1.2 To have an impact on the quality of the learning and teaching within the faculty and the curriculum, which will lead to better outcomes for all students.
- 1.3 To support the needs of the whole School by developing a positive ethos and contributing effectively to the School Improvement Plan.

1. Key Duties and Responsibilities

- 1.1 To undertake the duties and responsibilities of a classroom teacher as required by the Headteacher (see extract from School Teachers' Pay and Conditions Document detailed in the School Handbook).
- 1.2 Within your Department:
 - 1.2.1 To establish a department ethos that is positive and dedicated to success.
 - 1.2.2 Lead the department curriculum as a Subject Leader in developing and ensuring that subjects in the department are delivered to the highest standards and meet the needs of all students.
 - 1.2.3 Be responsible for student progress within the department.
 - 1.2.4 Monitor and manage assessment and marking in the department, ensuring consistency and that the School's policies are implemented.
 - 1.2.5 Ensure that the totality of Performance Management is performed to monitor and evaluate the quality of teaching and professional development within the curriculum area.
 - 1.2.6 Appraise staff as required by the school policy on Performance Management.
 - 1.2.7 Co-ordinate the CPD needs of all staff in the department to ensure all staff have relevant and meaningful opportunities.

- 1.2.8 Monitor and evaluate students' learning and attainment against the faculty's/ department's set targets for all students.
- 1.2.9 Deliver, monitor and evaluate School improvement activities to ensure high quality learning and teaching.
- 1.2.10 Promote effective evaluation strategies that contribute to the whole School self-evaluation.
- 1.2.11 Promote the use of ICT in enhancing student learning and the development of the department.
- 1.2.12 Act as a role model of good teaching practice to all department teachers, modelling and coaching to enhance the performance of all.
- 1.2.13 Undertake observation of teaching within the department to monitor, evaluate and raise standards and to enhance professional development.
- 1.2.14 Ensure that high quality resources are fully used to support learning.
- 1.2.15 Manage health and safety provision and the security of resources, equipment and belongings within the department.
- 1.2.16 Play a part in supporting the School in the implementation of the School Improvement Plan.
- 1.2.17 Promote activities which enhance the curriculum either in or out of School.

2. Supervision Received

- 2.1 Supervising Officer's Job Title: Leadership Link / Head of Faculty: Business, Enterprise and Technology
- 2.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor.

3. Supervision Given

- 3.1 Supervision of: Faculty staff
- 3.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor.

4. Specific Responsibilities

- 5.1 None

5. Review and amendment

- 5.1 Annual review of this job description will take place in negotiation with the Headteacher, Leadership Group and Governors under Performance Management.

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.

SIGNED:Postholder

.....Headteacher

.....Date