

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION - Head of Department (HoD)**

**Section One
General information**

Post Title	Head of Department (HoD)
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community and:</p> <ul style="list-style-type: none"> • Inspire students to achieve their very best. • Ensure all teaching is rated 'good' or better. • Ensure all students make outstanding progress and achieve challenging targets. • Fully implement all Academy policies and procedures. • Create an exciting learning environment. • Include all students. • Create relationships based on mutual respect. • Be an effective part of the team, work closely with all support colleagues and work collaboratively with academy staff in sharing ideas and best practice. • Manage own professional development. • Form effective relationships with parents and other parties. • Ensure a positive education and social experience for all students within the area. • Ensure that the extended Curriculum Area contributes towards the Academy's ethos and aims. <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	A member of the Academy Leadership Team (ALT)
Responsible for:	The HoD is responsible for providing an educational atmosphere where students have the opportunity to fulfill their God-given potential for spiritual, intellectual, emotional, physical and psychological growth. The HoD is responsible for implementing a program that will result in students achieving personal and academic success in accordance with The Bishop of Winchester Academy policies. The HoD is responsible for ensuring that all students achieve their full potential within the extended Curriculum Area.

Liaising with:	<ul style="list-style-type: none"> • ALT • Relevant members of the academy, community, parents and governors. • Frequently supporting and challenging members of the extended Curriculum Area team to ensure that all students achieve their full potential.
Nature of Contract:	Teacher's Terms and Conditions
Salary Scale:	As advertised
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.

Section Two Professional Duties and Responsibilities

Ethos	<ul style="list-style-type: none"> • All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. • To lead/part lead a Tutor Group within the House system.
Curriculum	<ul style="list-style-type: none"> • To work with others to plan highly effective lessons, Schemes of Work and Curriculum Maps. • To review own lessons and effectiveness of own planning. • To contribute to development of Curriculum and Homework. • To plan with Learning Support Assistants to meet individual student needs on SEN register. • To support and develop the mastery based curriculum. • To undertake the academic tutoring programme and associated monitoring, pastoral and administrative duties in respect of student in your care. Statutory duties in general care of students must be carried out.
Teaching and Learning	<ul style="list-style-type: none"> • To fully implement all academy policies and procedures. • To make effective use of resources, including ICT. • To take part in peer skill exchanges, observations, coaching and mentoring. • To ensure all students can engage and achieve in lessons.
Students' Achievement, Attainment, and Assessment	<ul style="list-style-type: none"> • To ensure students make outstanding progress. • To implement all actions following reviews of student progress. • To fully implement the Assessment Policy and procedures to a high standard. • To plan for assessment for learning in every lesson. • To ensure assessment is accurate.
Leadership Responsibilities	<p>Guidance on HoD additional responsibilities.</p> <p>Ensure a positive educational and social experience for the extended Curriculum Area you lead that are supporting the academy ethos, aims, targets and the behaviour policy and lead the curriculum team in achieving them.</p>

Intended outcomes.

The attainment, attendance and behaviour of the students taking the subject(s) meet the targets you have set as a curriculum team with the ALT.

Each leader should be optimistic and aspirational for all students. As HoD you will

- Become familiar with the academic and social needs of students in the Curriculum Area and use this and their targets for attainment when discussing how they can attain their potential.
- Maintain up to date records of academic progress and attainment which are accessible to all.
- Ensure staff communicate attainment and progress information to students, making clear the action plan for improvement.
- Analyse trends in attainment and progress data for individual students and whole classes.
- Know the trends of attainment in the Curriculum Area, the barriers to progress and work with other to raise attainment.
- Keep up to date with target setting, measures of progress and current attainment.
- Track the progress of underachievers assisting in advice to encourage progress.
- Build on students' primary school experience of the subject and promote links with post 16 and the world of work.
- Provide examination officers with accurate lists by prescribed deadlines, assisting with conduct in exams related to the subject.
- Co-ordinate and lead a curriculum team in day-to-day teaching of the subject(s) and support them in their roles through training and observation of practice.
- Hold regular, formal and minuted meetings with Curriculum members, building team spirit and addressing matters of teaching as well as administration. Minutes to be copied for ALT line manager.
- Set up, review and monitor work schemes as delivered by the staff in the area.
- Maintain the quality of teaching to ensure high expectations.
- Initiate and ensure supported self-review is conducted with all members of the faculty according to the deadlines and other advice in the policy.
- Guide and support staff who find tasks challenging.
- Ensure in the case of absent staff that appropriate work is set and delivered for the students.
- Foster a sense of enjoyment and value to the subject area.
- Champion the subject with students, staff, parents and governors.
- Set high standards in the exercise of one's own duties (e.g. teaching, the use of support staff, assessing and giving feedback to students, social and physical learning environment, relationships with colleagues.)
- Keep abreast of new developments impinging on the subject and disseminate these in a meaningful way.
- Play a full and positive role in cross-curricular initiatives agreed by the academy (e.g. literacy and numeracy).
- Foster use of ICT in schemes of work.
- Contribute to and take into account the Academy Development Plan (ADP) and its priorities when planning developments with the Curriculum Area.
- Maintain interest in the subject through an engaging environment and up to date relevant resources (subject to budget).
- Maintain materials, resources and monitor the use and the fabric of the Curriculum Area.
- Maintain effective and efficient control and disbursement of the capitation allowance, budgeting for its use at the beginning of the financial year.

- Research and administer the purchase and distribution of stock and resources.
- Be responsible for carrying out the delegated duties in health and safety that are relevant to your Curriculum Area.
- Advise ALT/Timetabler on matters of staffing, grouping and accommodation.
- Advise the Head regarding recruitment, retention, advertising and appointing new staff.

Each student should feel that they are safe, valued and supported.

- Deal with day-to-day concerns, supporting students and colleagues.
- Use a record of the improvement actions that are supporting students' attendance, behaviour and attainment.
- Ensure SEN information is disseminated and acted upon.
- Ensure schemes of work meet the social, cultural and academic needs of the students.
- Become familiar with the pastoral needs of students in the year and use the up-to-date record of their circumstances that is accessible to you.
- Ensure that staff use the information to do with student welfare in a sensitive way when it affects the learning of the student.
- Provide smooth transition from year-to-year, evaluating groups and staff allocation fairly, passing on all relevant information.
- Address issues of poor behaviour in a problem-solving way providing positive strategy for students and staff in amending behaviour.
- Work with Heads of Year on strategies to support disaffected students.
- Assist with the Academy community contribution system.
- Inform Heads of Year of serious concerns.

Each student should gain the best from academy by attending regularly

- Be responsible for the knowledge of student attendance in your Curriculum Area and ensure that there is subsequent action by informing the mentor or EWO.

Each student should feel the academy has more to offer than 'lessons'.

- Work with the Curriculum Area team in constructing a useful and interesting extracurricular programme that contributes to attainment, behaviour and the aims of the academy.

Each student should feel part of an academy community that is linked to their home.

- Work with parents to find the best way for students to improve their attendance, behaviour and academic attainment.
- Provide parents / carers with useful information as required by academy procedures.
- Assist with the organisation of parents' evenings to provide useful information and shared targets for the students.
- Liaise with parents over social, pastoral or general educational concerns.
- Help with the delivery of assemblies.

Each teacher should feel they are contributing to their Curriculum Area and academy as well as their subject lessons.

- Assist with the guidance of new staff.
- Chair Curriculum Area meetings and Lead the Curriculum Area team in being opportunistic in providing positive experiences for the students.
- Attend and support the work of the AVP meetings, working across Curriculum Areas where this is agreed.
- Share good practice among and beyond the Curriculum Area.

	<ul style="list-style-type: none"> • Advise the Principal/SLT on aims and policies of the subjects(s) and of any difficulties impeding the development and delivery of the curriculum. • Oversee reporting system in the Curriculum Area. Meet regularly with Vice-Principal or SLT and other AVP's to agree common approaches and standards.
TLR Detail	Where applicable.
Self-development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve progressive development
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile. • Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes. • Level of self-motivation and encouragement of others will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	<ul style="list-style-type: none"> • To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	<ul style="list-style-type: none"> • To adhere to and follow the academy's safeguarding procedures in order to protect the safety of all children.
Confidentiality	<ul style="list-style-type: none"> • To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	<ul style="list-style-type: none"> • To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

Signed: _____

Date: _____

<p>The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.</p>
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