



## The Priory School

### HEAD OF DEPARTMENT Philosophy & Ethics

#### Job Description

**Post Title:** Head of Department  
**TLR: 2b** £4,681  
**Responsible to:** Assistant Headteacher

The postholder will be responsible to the Headteacher and will demonstrate a genuine commitment to our Equality Policy and to the wellbeing of all students. This job description will be reviewed annually and will form the basis of the Performance Appraisal Review procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the postholder. The postholder will undertake the following specific responsibilities in order to fulfill our statutory requirements, school aims, policies and targets:

#### Job Purpose

- To raise standards of achievement in the department
- To lead a team of teachers to provide the best possible learning experience for our students
- To ensure the effective co-ordination of all aspects of the subject
- To teach designated classes according to the requirements of the school timetable
- To ensure that the school aims are put into practice and lead the drive for continuous improvement
- To contribute to the effective leadership of the school
- To contribute to the wider teams within the school
- To ensure that the school is a disciplined, well-ordered place for purposeful learning to take place

#### Key Processes

All middle leaders are expected to contribute to the following processes:

- Continuous drive for the improvement of all aspects of the school
- Lead by example in teaching and learning
- Strategic planning
- Standards monitoring, performance tracking and intervention
- Personnel leadership/management
- Effective deployment of resources
- Supervision
- Administration/Co-ordination
- Promotion of the school
- Celebrating success
- Implementation of all school policies

### **Key Areas of Accountability**

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

The postholder will be accountable for:

1. Improving standards of achievement in the department.
2. Providing professional subject leadership to a team of teachers and support staff in the delivery of the highest quality of teaching and learning.
3. Developing innovative approaches to the curriculum in order to ensure appropriate access and achievement for all students.
4. Managing the resources of the department within the limits of the delegated budget and in accordance with the school's financial procedures.
5. Ensuring that appropriate appraisal arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained (this to include provision for support staff and non-specialist teachers).
6. Ensuring that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department.
7. Contributing significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.

This job description should be read in conjunction with;

- The Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document
- The Teachers' Standards
- The Priory School Professional skills level descriptors (career stage expectations)
- The Priory Professional Code of Conduct

*The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.*

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

*Please note that The Priory School operates a no smoking policy.*



## The Priory School

### HEAD OF DEPARTMENT (Philosophy & Ethics)

#### Person Specification

##### 1. Educational Qualifications/Training

- Honours Degree
- DfE recognised Qualified Teacher Status
- Relevant CPD Training Courses
- Further Degree/Professional Qualification (D).

##### 2. Professional Experience

- A first-class teacher with at least 3 years' successful teaching experience
- Experience of leading/managing a staff team in education (D)
- Proven track record in raising standards of student achievement
- Experience of managing a delegated budget (D)
- Experience of managing student behaviour
- Experience of constructive co-operation with parents and governors
- Experience in the use of ICT as a teaching and learning tool/management tool

##### 3. Professional Knowledge and Understanding

The successful applicant will need to demonstrate knowledge and understanding of:

- Strategies for raising student achievement
- Effective practice and approaches to teaching and learning
- How to lead change
- Current educational trends and thinking
- School performance review and self-evaluation processes
- How to use data and information to effect improvement
- Ofsted framework for school inspection/self-evaluation

##### 4. Personal Qualities and Skills

We are looking for someone who:

- Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors
- Has the ability to think strategically with imagination, vision, creativity and originality
- Is able to use ICT confidently
- Is reflective, self-critical, motivated and ambitious
- Has passion and believes that every student can succeed at The Priory School
- Is an effective communicator and presenter
- Can plan, organise and delegate effectively
- Possesses excellent inter-personal skills
- Can make tough decisions and hold stakeholders accountable

D = Desirable

The Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Friday, April 05, 2019 (GE)