



PLATANOS COLLEGE

An outstanding school for pupils of all abilities

JOB DESCRIPTION

DIRECTOR OF LEARNING/HEAD OF DEPARTMENT/DEPUTY H.O.D./SUBJECT LEADER/CURRICULUM MANAGER

Reporting To	Member of the Headship Team
Responsible For	<ul style="list-style-type: none"> • Leadership and management of the department • The provision of a full learning experience and support for pupils within the subject area
Liaising With	Headship Team, Achievement Co-ordinators, Subject Leaders, Subject Co-ordinators, other middle leaders and staff with cross-academy responsibilities, relevant non-teaching support staff, parents and Governors/Trustees and other relevant stakeholders
Salary/Grade:	Negotiable dependent on experience
Disclosure Level:	Enhanced
Purpose:	To create a department which has a clear vision for the delivery of a combined curriculum with individual Subject Leaders being made accountable for the part they play
Main Duties and Responsibilities	<ul style="list-style-type: none"> • Co-ordinating planning for the subject area/s in line with the Academy's development plan – Including liaison with outside agencies • Developing members of the team and showing commitment to continuing professional development • Ensuring the documentation for the areas of responsibility is in line with Academy policies • Writing appropriate SOWs for the subject area/s, • Monitoring the delivery of the schemes of work and the assessment, recording and reporting of pupil attainment • Organising the acquisition and allocation of learning resources • Ensuring that all areas provide a stimulating and inspiring learning environment • Overall responsibility for all subject areas within the department ensuring that staff carry out their responsibilities with regards to pupil discipline and support for colleagues • Monitoring lessons, book sampling and delivering CPD sessions to the team as appropriate • Celebrating achievement of pupils and teachers and sharing good practice • Heading up all the issues to do with the department/faculty • Performance management of the department to ensure accountability



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<p>Core Duties/Ethos</p>	<ul style="list-style-type: none"> • To contribute towards continuity and progression within whole Academy curriculum • To oversee department development plans, their implementation and the part they play in the whole Academy development • To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for all pupils to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress • To develop departmental strategies for the pupils spiritual, moral, social and cultural development, including citizenship • To monitor and evaluate the teaching within each department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team • To develop departmental strategies and procedures (using national and Academy guidelines) for teaching and learning for pupils with Special Educational Needs and Disabilities, the most able, and other pupil groups • To work with the SENDCO to ensure IEPs are used to set subject specific targets, and to match curricular materials and approaches to pupil needs • To develop challenge plans to meet the needs of the most able pupils • To keep up to date with national developments in the subject area/s • To actively monitor and respond to subject development and initiatives at national, regional and local levels
<p>Pupil Outcomes</p>	<ul style="list-style-type: none"> • To ensure the effective operation of monitoring systems • To contribute to the process of target setting within the subject area and to work towards the achievement of the targets set • To review the outcomes of examinations and to evaluate the effectiveness of the subject area's work • To seek and implement modifications and improvement when required • To make use of pupil data and evaluate performance data provided, taking appropriate action to secure improvement
<p>Resources</p>	<ul style="list-style-type: none"> • To co-operate with other staff to ensure the provision of an appropriate, comprehensive, high-quality and value for money curriculum programme • To ensure that health and safety policies and practices, including risk assessments are in line with national, local and Academy requirements



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<p>Pastoral</p>	<ul style="list-style-type: none"> • To act as a mentor where directed and to carry out the duties associated with the role • To be a form tutor to an assigned group of pupils as directed • To promote the general progress and well-being of individual pupils and of the form tutor group as a whole • To liaise with the Key Stage Co-ordinator/s and Directors to ensure the implementation of the Academy's Pastoral System • To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life • To evaluate and monitor the progress of pupils and keep up- to-date pupil records as may be required • To contribute to the preparation of Action Plans and progress files and other reports • To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved • To communicate as appropriate, with the parents of pupils and with persons or bodies outside the Academy concerned with the welfare of individual Pupils, after consultation with the appropriate staff • To contribute to PSHE and Religious Education according to Academy policy • To apply the Behaviour Management systems so that effective learning can take place
<p>Staff Development: Recruitment / Deployment</p>	<ul style="list-style-type: none"> • To take part in the Academy's staff development programme by participating in arrangements for further training and professional development
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • To help to implement Academy quality procedures and to adhere to those • To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria • To seek/implement modification and improvement where required • To review from time to time methods of teaching and programmes of work • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy
<p>Management Information</p>	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for the Management Information Systems (MIS), registers etc • To complete the relevant documentation to assist in the tracking of pupils



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	<ul style="list-style-type: none"> To track pupil progress and use information to inform teaching and learning
Communication	<ul style="list-style-type: none"> To communicate effectively with the parents of pupils as appropriate Where appropriate, to communicate and co-operate with persons or bodies outside the Academy To follow agreed policies for communications in the Academy
Marketing and Liaison	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools To contribute to the development of effective subject links with external agencies
Teaching	<ul style="list-style-type: none"> To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in Academy and elsewhere To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of pupils To undertake a designated programme of teaching To ensure a high quality learning experience for pupils which meets internal and external quality standards To prepare and update subject materials To use a variety of delivery methods which will stimulate learning appropriate to pupil needs, and demands of the syllabus To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regards to punctuality, behaviour, standards of work and homework To undertake assessment of pupils as requested by external examination bodies, the subject area and Academy procedures To mark, grade and give written/verbal and diagnostic feedback as specified in the Academy's Marking and Assessment policy



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<p>Other Specific Duties</p>	<ul style="list-style-type: none"> • To continue personal development as agreed at Performance Management • To engage actively in the Performance Management process • To address the Performance Management targets set by the line manager each term • To undertake any other duty as specified by the School Teachers' Pay and Conditions Body (STPCB) and Teachers' Standards not mentioned in the above • To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example • To support the Academy in meeting its legal requirements for worship • To promote actively the Academy's corporate policies • To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate • To comply with the internet code of practice • To show a record of excellent attendance and punctuality • To adhere to the Academy's Dress Code
<p>Whole School</p>	<ul style="list-style-type: none"> • To undertake any other duties as may be required from time to time by SLT • To adhere to all policies, procedures and practices of the school

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List.

Offer of employment is always conditional on the receipt of satisfactory references.

Signature:

Date:



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PERSON SPECIFICATION

DIRECTOR OF LEARNING / HEAD OF DEPARTMENT / DEPUTY H.O.D. / SUBJECT LEADER / CURRICULUM MANAGER

CRITERIA		REQUIREMENT
Qualification	A graduate in a relevant discipline.	Essential
	To hold a teaching qualification that is recognised by the DfE.	Essential
	Qualified teacher status.	Essential
	To have evidence of continuing and recent professional development relevant to the post.	Essential
Knowledge	In-depth knowledge of the subject.	Essential
	Familiar with the requirements of the national curriculum and the use of data to raise attainment within the department.	Essential
	Schemes of work.	Essential
Experience and skills	Teaching experience of 3 years minimum.	Essential
	Good to outstanding teaching practice.	Essential
	Able to demonstrate experience/skills relevant to the responsibilities of the post.	Essential
	Excellent in-depth skills in the effective use of, manipulation and analysis of pupil data in order to drive standards within the department and raise attainment.	Essential
	Excellent ICT skills that reflect the impact of technology on modern classrooms.	Essential
	Ability to produce accurate work to tight deadlines under pressure.	Essential
	Ability to develop and undertake monitoring and analysis of work.	Essential
	Ability to communicate clearly in writing and orally to a variety of audiences.	Essential

	Ability to deal sensitively with pastoral issues relating to staff and pupils.	Essential
Personal qualities and attitude	Commitment to the academy's aims, ethos and vision.	Essential
	Excellent organisation and planning skills.	Essential
	Hard working, motivated, and good work ethic.	Essential
	Ability to work efficiently and flexibly in order to meet the changing demands of the academy.	Essential
	Commitment to high standards and willingness to innovate and adapt to changes to ensure continuous improvement.	Essential
	Ability to work productively as part of a team.	Essential
	Committed to the academy's safeguarding policies and procedures in order to protect and promote the welfare of pupils.	Essential

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