**Teaching and Learning**

1. To ensure that the quality of teaching and learning in the subject is outstanding.

* Develop the full potential of, and provide access for, every student
* To create a departmental culture that is based on praise and recognition of progress
* Co-ordinate the planning of schemes of learning that actively engage students in stimulating and challenging work
* Consistently deliver the school’s teaching and learning priorities
* Co-ordinate the planning of schemes of learning that take full account of the students’ prior attainment and learning
* Ensure that schemes of learning provide for the full range of ability
* Use the students’ experiences to contextualise their learning
* Develop the use of the community as a valuable learning resource
* Ensure that the students’ work is marked with informative feedback which enables the students to progress

1. To ensure that up to date records are kept of lesson planning, students’ punctuality, attendance, attainment, progress, work done and homework set, according to school and department policy
2. To maintain a stimulating learning environment
3. To keep up to date with new developments in the curriculum and liaise with colleagues as appropriate

**Leadership to achieve high standard of Teaching and Learning**

1. Develop quality of Teaching and Learning by identifying the strengths and areas for development of the team
2. Develop a model of effective pedagogy
3. Coach and mentor your team in order that high standards of and Teaching and Learning are delivered
4. Maximise and share the good practice of your team to support Teaching and Learning
5. Monitor and evaluate the effectiveness of Teaching and Learning in your team using a range of appropriate strategies
6. To raise student attainment to the highest possible levels

**Exercise professional skills, expertise and judgement**

1. To administer the department and develop the curriculum

**Innovate and create curriculum and pedagogy**

1. Ensure the content of the curriculum fulfils national requirements
2. Ensure the curriculum meets the needs of all pupils and provides for inclusion, particularly for EMA and SEN students
3. To monitor, evaluate the effectiveness of the curriculum to ensure coverage, continuity and progression
4. Establish and implement clear policies and practices for assessment, recording and reporting on pupil achievement within the curriculum
5. Use prior attainment to secure and sustain student progress within the curriculum
6. To ensure challenging and appropriate targets are set for individual students and/or classes based on prior attainment and are regularly reviewed
7. Set appropriate targets for the subject area that will readily enable school targets to be achieved at Key Stage 3 and GCSE

**School strategies and policies**

1. To play an active part in the overall organisation and development of the school
2. To promote the LA and school policies, including the Equal Opportunities policy, and to challenge and address incidents where there is inconsistency
3. To collaborate with the department in the devising of departmental policies, ensuring that they are consistently delivered
4. To share responsibility for updating the department handbook
5. Responsibility for promoting and safeguarding the welfare of children   
    and young people
6. Ability to form and maintain appropriate relationships and personal boundaries with children and young people, including those with challenging behaviour

**Strategic planning to inform progress**

1. To formulate and implement a vision which reflects the goals and ambitions of the team and the school
2. To select the key priorities that will enable effective delivery of the MER (Monitoring, Evaluation and Review process)
3. To construct a MER that will deliver the key priorities both short and long term and will achieve the desired impact for the department
4. To systematically monitor and evaluate the progress and impact of the MER and take direct action to ensure it is delivered

**Impact on own pupils**

1. To ensure all students achieve their potential in relation to their prior attainment
2. To achieve the targets set for individual students and for the class
3. To track and monitor student progress
4. To actively intervene to ensure no student underachieves
5. To ensure students know how to improve their work and their progress through applying aspects of Assessment for Learning

**Impact on other pupils**

1**.** Scrutinise and evaluate all relevant data, identifying trends and areas requiring direct intervention

1. Use all relevant data to compare your department’s impact and progress against local and national trends
2. Take appropriate actions that will tackle identified areas requiring development, delegating specific tasks accordingly and ensuring accountability
3. To monitor and evaluate the impact of interventions on student progress
4. To ensure student achievement and progress equals or exceeds the departmental and school targets
5. Ensure all curriculum members set appropriate and clear targets for pupils and to challenge where those targets are not achieved

**Enhancing student personal development and well being**

1. To have responsibility for the care and welfare of all students and, when necessary, liaise with others Head of Department, Form Tutors, Pastoral Team Leaders and Senior Staff as appropriate
2. To be a form tutor and play a full part in pastoral activities
3. To ensure that key students are targeted to attend revision classes
4. To liaise with, advise and contribute to the work of colleagues with cross-curricular responsibilities and to contribute to the development of a Personal, Social and Health Education programme within the school

**Report to**

1. Report and be accountable to Line Manager, SLT, Parents, Governors and Stakeholders
2. To produce reports as required by Headteacher, SLT/ Line Manager and Governors
3. To produce accurate and honest reports relating to the monitoring schedule

**Performance management**

1. To appraise the performance of members of your team, set targets, monitor and review
2. To provide support to enable the individual to achieve targets set and challenge underperformance
3. To ensure that any delegated performance management is carried out to the highest standards
4. To coordinate the performance management targets to have a clear overview of each member of staff’s impact and progress

**Line management**

1. To manage and deploy staff effectively to ensure maximum impact on Learning and Teaching and the departmental progress

**Resources**

1. Organise and co-ordinate the deployment of learning resources to support the delivery of high quality Learning and Teaching

1. To monitor the effectiveness of resources and measure their value for money

**Safeguarding**

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
3. Promote the safeguarding of all pupils in the school

**Other specific duties**

1. To engage in professional development
2. To undertake any other duties which lie within the postholder’s competence according to the needs of the school and contribute to the learning environment of the school

**Person Specification**

**Method of Assessment**

EDUCATION AND TRAINING:

Qualified teacher status (with DFE Number) ( E ) Application form

Clear evidence of CPD ( E )

Detailed knowledge of the GCSE specification and the

Nat. Curriculum ( E ) Task

Appropriate qualification in subject ( E ) Application form

EXPERIENCE:

Outstanding teaching record 11 - 16 ( E ) Observation

Strong track record of examination results ( E ) Application form

and interview

Participation in management of a department ( D ) Application form

and interview

ABILITIES/APTITUDES:

Clear verbal communication ( E ) Observation and

Interview

Able to communicate clearly in writing ( E ) Application form and

tasks

Able to work well as part of a team ( E ) Application form

and interview

Management and leadership skills ( E ) Application form,

interview,

observation and

tasks

Commitment to promote pupil achievement ( E ) Application form,

interview,

observation and

tasks

Commitment to develop the ethos of the school ( E ) Interview

OTHER REQUIREMENTS:

Commitment to School and LA Equal Opportunities

Policy and Practice ( E )

Excellent attendance and punctuality ( E )

Commitment to safeguarding and equality (E)

**ESSENTIAL ( E )**

**DESIRABLE ( D )**