Head of Department
JOB DESCRIPTION

Role Purpose:

The purpose of this role is to provide day to day leadership for the department and be accountable for the quality of teaching, learning and educational outcomes ensuring they are in line with the Academy's strategic plan.

Key Accountabilities:
Reporting to SLT link, this post holder will be accountable for

Leading, managing and developing the subject area

- Provide day-to-day leadership for the development and management of teaching within your area
- Identify areas for development and improvement linked to the Academy improvement plan, SEF, national and local initiatives.
- Develop and monitor schemes of work for your area across the academy in liaison with your department and to ensure the successful implementation which meets curriculum requirements and differentiated to reflect student needs.
- Have an overview of, and contribute to the planning and delivery of continuous professional development and training related to your area.
- Monitor and evaluate pupil progress and achievement against targets in your area.
- Liaise with colleagues to identify and co-ordinate pupil support and intervention strategies
- Lead the development of innovative, creative approaches to learning and to develop cross-curricular skills such as ICT, numeracy & literacy effectively in the delivery of teaching and learning in your area.
- Lead the implementation of national and local strategies for raising attainment of students in your subject, in accordance with the Academy improvement plan.
- Effectively deploy resources as appropriate
- Lead and advise on issues connected with the timetable for the subject area.
- Support SLT to develop and implement strategies for raising achievement and attainment across the Academy

Culture
- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

People Development and Management

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0

- Workforce planning for current and future demands to ensure sufficient, appropriately trained staff are available to effectively perform day-to-day requirements and manage periods of peak work volumes to meet KPIs
- Actively lead and participate in the recruitment and selection process of new team members
- Coach, mentor and develop staff including overseeing new employee onboarding, agreeing objectives, performance management, appraisal and career planning and identify CPD needs and opportunities.
- Consciously create a spirit of team work amongst department members that promotes E-ACT values and policies, challenging unacceptable behaviours and addressing conflicts swiftly, instigating relevant procedures such as capability, disciplinary and grievance.
- Manage staff absence within your area of responsibility taking actions as appropriate in line with E-ACT policy and procedures, liaising with People Development and employee representatives
- Work within the departmental financial budget, ensure value for money from all procured services and supplies in line with E-ACT's Financial Management policies

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to *think big* for yourselves and for the world around you;

- We want everyone to *do the right thing* in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;

- We want everyone to show strong *team spirit*, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	• Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	• Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work

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	• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	• Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement
E – Essential

D – Desirable

Assessed at
A – Application Stage

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Qualified teacher status or recognised equivalent	X		X	X	
	Degree in subject specialism or related subject	X		X	X	
	Additional relevant training in Safeguarding	X		X	X	X
	Evidence of continuous professional development	X		X	X	X
	Knowledge of National Curriculum requirements	X		X	X	X
	Knowledge of a creative range of pedagogic approaches to delivering your subject	X		X	X	X
	Knowledge of and/or ability to use technology to support student learning.	X		X	X	X
	Knowledge of current education legislation, Ofsted framework and best practice	X		X	X	X
	Hold a leadership qualification		X	X	X	X
Experience	Proven successful leadership within a similar setting	X		X	X	X
	Proven successful mentoring/coaching of colleagues	X		X	X	X
	Teaching experience with the age range	X		X	X	X
	Proven success in improving student outcomes	X		X	X	X
	Experience of implementing systems to support attendance improvement	X		X	X	X
Skills	Ability to develop a number of curriculum areas	X		X	X	X
	Ability to develop and lead on assessment	X		X	X	X
	Ability to support staff and students in maintaining high standards	X		X	X	X
	Ability to plan, prepare and deliver a curriculum relevant to the age and ability of the groups	X		X	X	X

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		X		X	X	X
	Ability to assess and record the progress of students' learning	X		X	X	X
	Ability to lead a team of staff to ensure the right outcomes for students are achieved	X		X	X	X
	Ability to form good working relationships with all staff	X		X	X	X
	Ability to create a stimulating and safe learning environment	X		X	X	X
	Ability to communicate with a wide range of stakeholders using a variety of techniques	X		X	X	X
	Ability to teach 'outstanding' lessons	X		X	X	X
	Ability to use/analyse assessment data systems to raise standards	X		X	X	X
	Ability to organise own workload and work to deadlines especially during periods of pressure	X		X	X	X
	Ability to self-evaluate learning needs and actively seek learning opportunities	X		X	X	X
	Ability to promote a positive ethos and attributes	X		X	X	X