

SACRED HEART SCHOOL

Name:
Job Title Head of Department
Accountable to: The Headteacher

This job description is based on the National Standards for subject teachers

The Head of Department is a professional. This description is a guide without being exhaustive.

A Direction and development of the subject

Within the context of the school's aims and policies, subject leaders implement subject plans, targets and practices. They:

- i. Develop policies and practices for the subject
- ii Create a climate which enables other staff to develop positive attitudes towards the subject
- iii Establish a clear understanding of the importance of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development.
- iv Use data effectively to identify pupils who are underachieving in the subject
- v Interpret national and school data and other information to inform policies and practices
- vi Establish with staff short, medium and long term plans for the development of the subject which:
 - contribute to whole school aims, e.g. discipline (notably bullying and racism)
 - are based on a range of comparative information about the attainment of pupils
 - identify realistic targets for improvement in the subject
 - are understood by all those involved
 - are clear about action, time scales and criteria for success
- vii Monitor the progress made in achieving subject plans and use this analysis to guide improvement

Teaching and learning

Subject leaders sustain effective teaching of the subject, evaluate the quality of teaching standards of pupils' achievements and set targets for improvement. They:

- i ensure curriculum coverage for all pupils, including those of high ability and those with special educational or linguistic needs
- ii ensure that teachers are clear about the **teaching objectives in lessons**
- iii Provide guidance on the choice of appropriate teaching and learning **methods**
- iv Ensure development of pupils' **literacy, numeracy and information technology** skills through the subjects
- v Implement clear policies and practices for **assessing, recording and reporting** on pupil achievement and target setting
- vi Ensure that information about pupils' achievements in previous classes and schools is used effectively
- vii set expectations and **targets** for staff and pupils in relation to pupil achievement and the quality of teaching
- viii evaluate the teaching of the subject in the school for **improvement**
- ix ensure effective development of pupils' **individual and collaborative study skills**
- x ensure that teachers of the subject are aware of its contribution to pupils' understanding of **citizenship**
- xi ensure that teachers of the subject know how to deal with **racism**
- xii establish a **partnership with parents** to inform them about their child's learning of the subject
- xiii develop effective **links with the local community** to enhance teaching and to develop pupils' wider understanding

Leading and managing staff

Subject leaders provided support and information to all those with involvement in the teaching or support of the subject. They:

- i help staff to achieve constructive working relationships with pupils
- ii establish clear expectations and constructive working relationships among staff involved with the subject
- iii sustain their own motivation through team work and delegation

