

# ROYAL ALEXANDRA AND ALBERT SCHOOL

## JOB DESCRIPTION

**Post Holder:** XXXXXXXXXXXX

**Post Title:** HEAD OF XXXXX

**SCALE:** UPS ??????

*Effective from September 2002*

**1 Responsible to:**

All staff are ultimately responsible to the Headteacher.

Your immediate 'line manager' is XXXXXXXXXXXX to whom you have been assigned in respect of all professional duties and the Assistant Headteacher (Behaviour Management) in respect of your pastoral responsibilities.

**2 Responsible for: Teachers of XXXXXX**

**3 Department Assigned to: XXXXXXXXXXXX**

You may be required, at the direction of the Headteacher, to contribute to the teaching of subjects which are the responsibility of departments other than that to which you have been assigned. The appropriate Head of Department will monitor your professional duties in respect of such teaching and provide feedback to yourself and your assigned line manager.

**4 Professional Duties as a Teacher**

The following duties are common to the job descriptions of all teachers in the school regardless of any additional specific duties listed in the section of additional responsibilities, and form the basis of the School Teachers' Pay and Conditions Document 2002.

**Teaching**

- Plan and prepare courses and lessons in accordance with the defined curriculum of the school.
- Teach, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by students at school or elsewhere.
- Assess, record and report on the development, progress and attainment of students.
- Promote the general progress and well-being of individual students and any class or group of students assigned to you.
- Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions. Communicate and consult with the parents or guardians of students **after** consultation with the relevant Head of Year.
- Communicate and co-operate with persons or bodies outside the school and participate in meetings arranged for such purposes **after** consultation with the Head of Year.
- Take responsibility for financial arrangements for school trips or visits, as defined in the school's financial regulations, where the teacher has agreed to be involved with such a trip or visit.

### **Assessments and Reports**

- Provide and contribute to oral and written assessments, reports and references relating to individual students and groups of students.

### **Tutoring**

As a tutor or as a reserve tutor assigned to cover or work with a tutor group, you will be required in addition to the duties described above to:

- Take a register at the assigned times. The form register is a legal document. Information in it must be kept up-to-date. All student absences must be accounted for by a parental letter and any not so covered must be reported to the Head of Year. Only the Headteacher can authorise a student absence, not the parents, thus reasons for absence, other than illness, must be referred to the Head of Year.
- Attend all assemblies attended by the tutor group to which you have been assigned.
- Carry out a daily check of the standards of dress of the tutees assigned to you, a weekly check of prep diaries and monitor standards of behaviour.

### **Supervisory Duties**

- To carry out a share of supervisory duties before, during and after the school sessions in accordance with published rosters. In order to ensure the safe arrival and departure of students and deal with parental enquiries you are required to be on the premises ten minutes before the start of the morning session and for ten minutes after the end of the afternoon session. This time is accounted for your prescribed working time. Permission to be absent at these times must be obtained from the Headteacher.

### **Appraisal**

- Participate in arrangements for your appraisal and that of other teachers.

### **Training and Development**

- Review from time to time your methods of teaching and programmes of work and participate in arrangements for your further training and development as a teacher.

### **Educational Methods**

- Advise and co-operate with the Headteacher, Assistant Headteachers, Heads of Year, Heads of Department and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

- You are required to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. In particular you are responsible for the health and safety of students in a class assigned to you either on the timetable or as emergency cover. Students must not be left unattended in a classroom without adequate supervision.

### **Staff Meetings**

- You will be required to attend meetings at the school which relate to the curriculum, or the administration or organisation of the school including pastoral arrangements, in accordance with your prescribed working time.

### **Public Examinations**

- You will be required to participate in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations: recording and reporting such assessments and to participate in the arrangements for students' presentation for and supervision during the examinations.

### **Emergency Cover**

- You will be required to supervise and so far as practicable teach any students assigned to you due to their teacher not being available.

### **Working Time**

- You must be available for work for 195 days in any school year. These duties will be carried out at such times and places as the Headteacher will specify for 1265 hours in any one year.
- In addition to the requirements set out in the above paragraph, you will be required to work such additional hours as may be needed to enable you to discharge effectively your professional duties, including in particular, the marking of students' work, the writing of reports on students and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours referred to above is a matter for your professional judgement and will depend upon the work needed for you to discharge your duties as a teacher.

### **Additional Responsibilities**

#### **Head of Department**

- The key task of a Head of Department is to support the Headmaster in **leading, managing** and **motivating** a team to deliver the highest **quality of teaching and learning** according to the policies, principles and ethos as defined by the Headteacher through the school's mission statement and the School Development Plan.
- **Accountable for:** Heads of Department will have particular responsibility for the management and co-ordination of the areas of the curriculum relating to the subject they have responsibility for. The effectiveness of the Head of Department is essentially measured through **student achievement**.
- **Accountable to:** XXXXXXXXX and under the general guidance of XXXXXXXXXX, the Head of Department has the following duties and responsibilities:
  - Support the Headteacher in securing a commitment to the overall education of the pupils within the department which will include their academic, physical, social, moral, cultural and spiritual development.
  - Work with the Headteacher to establish a development plan for the department, advising in particular on issues relating to the department for which they specifically co-ordinate.
  - Co-ordinate the implementation of policies and practices, as they relate to the department which they co-ordinate, to ensure the delivery of an appropriate, relevant, challenging and differentiated curriculum, including schemes of work which meet the requirements of the National Curriculum and wider school policies. *(The emphasis here*

*is on co-ordination of preparation and implementation. The actual preparation of teaching materials, teaching programmes and assessment processes forms part of the professional responsibilities of all teachers)*

- Co-ordinate the implementation of policies and practices for assessing, recording and reporting on student achievement within the department.
- Co-ordinate the monitoring of the progress and achievement of all students within the appropriate department and the taking of action and setting of targets as necessary to ensure improvement.
- Meet and liaise with the other members of the department to ensure consistency of approach and clear lines of progression and continuity for students.
- Support the Headteacher in having high expectations of the department and the students taught within it. They will assist all members of the department and give the support necessary for department members and students to meet those expectations.
- Assist the Headteacher in monitoring and evaluating the quality of teaching and learning in the department, and contribute to taking action as necessary to secure improvement.
- Contribute to in service training within the department.
- Liaise with other departments within the school in order to share good practise.
- Advise the Headteacher on the resource needs of the department's teaching schemes as they relate to the subject for which they have responsibility.
- Regularly review student groupings within the subject to identify academic, social, behavioural and equal opportunity issues, reporting to the Headteacher in this matter and recommending action.
- Work with others under the guidance of the Headteacher to ensure that cross-curricular issues, such as literacy, numeracy, citizenship and information and communication technology are effectively integrated into the department's schemes of work contributing to a coherent programme throughout the school.
- Work with the Headteacher to ensure that subject teaching contributes to progression and continuity in student achievement and development, including preparing students for life long learning and work.
- Co-ordinate the administration required within the department for external examinations, eg SATs and GCSEs.
- Contribute to cross phase links, primary or tertiary as appropriate.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.