



# CLAREMONT HIGH SCHOOL ACADEMY

## JOB DESCRIPTION

### DIRECTOR OF TEACHING AND LEARNING HEAD OF SCIENCE

**Responsible to:** Head of Curriculum

**Responsible for:** Department members

**TLR:** 1.2

The Head of Faculty has a key role within the school, which is to deliver, to the students, the best possible educational experience within that subject area.

S/he is expected to contribute to the formation of whole school policy and procedures, and to implement them. S/he is expected to take responsibility for a particular group of staff and students, resources and curriculum within the departmental context, and under the auspices of a particular faculty or Deputy Head.

The Head of Faculty is directly responsible to the Head of Curriculum and has a key role in liaising and communicating with other post holders – SMT, other Heads of Department, PPM's etc, and with departmental staff in the interest of the services offered to the students.

1. **STAFF** with the support and guidance of the Head of Curriculum and Senior Management Team:
  - 1.1 Coordinate and manage the work of teachers in the Department to meet school and national requirements of policy and practice;
  - 1.2 Assist in the selection, appointment and promotion of staff within the Department;
  - 1.3 Be responsible for performance and professional development of members of the department. This will include advice on appropriate courses, reading, extension of professional experience and an annual review with each member of the Department of their work;
  - 1.4 Be responsible for coordinating and managing the work of specialist support staff;
  - 1.5 Be responsible for the induction and assessment of NQTs, Beginning Teachers and new teachers in the Department;
  - 1.6 Supervise the work of supply teachers in the Department;
  - 1.7 Support teachers in the Department in the maintenance of good order and discipline.
  - 1.8 Coordinate and manage the work of the year team to meet school and national requirements of policy and practice so that they are able to support pupils' progress.



**HEADTEACHER: F.T. Molloy**

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## **2. STUDENTS**

- 2.1 Be responsible for maintaining high standards of work and behaviour in the department.
- 2.2 Be a first point of reference for difficulties with class or individual work or behaviour;
- 2.3 Ensure that support and appropriate sanctions are used to address homework difficulties, in line with school policy;
- 2.4 Liaise with tutors, Heads of Faculty, PPM's Parents and SMT about students and classes causing concern and participate in any necessary arrangements to support such students;
- 2.5 Contribute to the school's agreed system / programme of staff review and development through monitoring the progress of staff towards meeting the school's overall aims and objectives. Leading, developing and enhancing the teaching practice of other teachers within the faculty.

## **3. COMMUNICATIONS**

- 3.1 Set appropriate agendas for meetings, department training and development activities and arrange publication of brief minutes; (noting action points and timescales) to the Department, SMT and other interested persons;
- 3.2 Seek, coordinate and represent the views of the Department and attend appropriate meetings with senior colleagues;
- 3.3 Report proposals and the views of senior colleagues to the Department / Faculty;
- 3.4 Prepare reports for Governors, Senior Management, Advisors, Consultants, and other persons on the work of the Department;
- 3.5 Liaise actively with appropriate external agencies: e.g. Advisors, Consultants, Teachers' Centres, examination Boards and industry;
- 3.6 Communicate with other staff and parents, as appropriate, information about pupils' work, behaviour and attendance.
- 3.7 Ensure the production of department documentation such as annual subject reviews, annual examination reviews and the department development plan  
Disseminate information and consult colleagues as necessary

## **4. ASSESSMENT, RECORDING AND REPORTING / GENERAL RECORD KEEPING**

- 4.1 To implement the school's policy on Assessment, Recording and Reporting, to include Target setting;
- 4.2 To maintain all appropriate Department records: e.g. Assessment, centralised marks, examination entries; finance; learning resources; exam syllabuses schemes or work; job descriptions;
- 4.3 Make these records available to SMT, Governors, members of the Department as appropriate;
- 4.4 Implement school policies for record keeping and assessment of pupils' work, behaviour and attendance.

## **5. CURRICULUM**

- 5.1 Have responsibility for the development and implementation of the Department curriculum and schemes of work;
- 5.2 Monitor the setting of homework and ensure that tasks are integrated within schemes of work;

- 5.3 Ensure that the curriculum accords with the aims of the school.
- 5.4 Ensure that pupils follow appropriate examination courses and are entered for the appropriate examinations;
- 5.5 Ensure that pupils are properly prepared and that their work is assessed in, for example, the oral, practical and coursework requirements of the examination boards;
- 5.6 Be responsible for all examination arrangements for the Department for school examinations, and all subject specific arrangements in conjunction with the School Examination Officer for external examinations.

## **6. RESOURCES AND ENVIRONMENT**

- 6.1 Be responsible for the cataloguing, maintenance, storing and accessibility of all learning materials and equipment. To have proper regard for the safety of equipment and its use;
- 6.2 Be responsible for the ordering distribution and replacement of appropriate learning materials and supplies;
- 6.3 Be responsible for the compliance with the school Health and Safety policy in the Department's rooms, offices, stores and corridors and in any activity with pupils on or off the school site organised by the Department;
- 6.4 Be responsible for field trips and visits where appropriate, keeping expenditure within budget and ensuring that such activities contribute to the planned curricular experience of all pupils.

## **CONDITIONS OF EMPLOYMENT**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

In particular, attention is drawn to the requirement that, *'Teachers with leadership and management responsibilities are entitled, as far as is reasonably practical, to a reasonable allocation of time within school sessions to support the discharge of their responsibilities'*.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. All staff participates in the school's appraisal scheme.