



## Job Description

*Employees of the Skills for Life Trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Post Title:** Deputy Head of Department / Faculty

**Reporting to:** Head of Department / Faculty

### Main Purpose of Job

To work with the Head of Department/Faculty and the Senior Leadership Team in planning, organising and overseeing the teaching and learning of the subject across the school. This also includes the assessment and feedback procedures as well as in-department and whole school initiatives, liaising with other members of staff and supporting the development of other teachers within the department.

### Key Areas of Accountability All Staff

In addition to the contract agreed by the Teachers Pay and Conditions Document all teachers will undertake the following duties and responsibilities which reflect expected professional standards.

- 1 Carry out the duties of a school teacher as set out in Pay and Conditions Document 2005 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- 2 Uphold the Trust's Skills for Life principles and policies which underpin good practice and the raising of standards.
- 3 Demonstrate a thorough and up-to-date knowledge of the teaching of your subject and take account of wider curriculum developments which are relevant to your work.
- 4 Consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs.
- 5 Consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- 6 Consistently and effectively use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback.

- 7 Demonstrate that, as a result of your teaching, your pupils achieve well relative to the pupils' prior attainment using national, local comparative and school data.
- 8 Take responsibility for your professional development and use the outcomes to improve your teaching and pupil's learning.
- 9 Make an active contribution to the policies and aspirations of the school.
- 10 Establish and maintain effective working relationships with professional colleagues, parents and outside agencies as appropriate

### **Key Areas of Accountability as Deputy Head of Department / Faculty**

#### **1 Impact on educational progress beyond your own assigned pupils:**

- To assist Head of Department / Faculty to develop and implement systems and strategies for target setting and to monitor students' progress.
- Take responsibility for Quality Assurance within the department/faculty to drive forward the improvement agenda as agreed with the Head of Department / Faculty.

#### **2 Leading, developing and enhancing the teaching practice of others:**

- Support the Head of Department / Faculty in identifying and meeting the professional development needs of individual members to enhance performance and share good practice.
- Support the Head of Department / Faculty in planning and evaluating work carried out by teams and individuals within the department / faculty.
- Support the Head of Department / Faculty in creating, maintaining and enhancing effective relationships within the academy and trust.
- Provide consistent professional support, guidance and encouragement and act as a role model for colleagues.
- Assist the Head of Department / Faculty in managing the induction, monitoring and support of students, trainee teachers, NQT's, non-specialist and new teaching staff in the department / faculty.

#### **3 Accountability for leading, managing and developing pupil development across the curriculum**

- Assist the Head of Department / Faculty with leading and managing pupil development within the subject area taking responsibility, as agreed, for new systems of pupil progress, monitoring and target setting and assessment.

- Support the Head of Department / Faculty in leading staff on new teaching and learning and curriculum initiatives.

#### **4 Leading and managing staff**

- Assist the Head of Department / Faculty, as agreed, with the process of department / faculty review including the preparation of the DIP and SEF.
- Take responsibility for the Appraisal (Performance Management) reviews of subject teachers and support staff within the department / faculty.
- Under the direction of the Head of Department / Faculty act as mentor for identified staff.
- Deputise for the Head of Department / Faculty when required at meetings, working groups, etc as agreed with the Head of Department / Faculty.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to the Trust's Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the CEO in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipated changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....  
Employee