

Deputy Head of Department (2ic)

Role: Deputy Head of Department

Department: Curriculum/Teaching & Learning

Responsible to: Head of Department

Purpose of the role: To provide leadership and direction to the teaching at all Key Stages.

Personal Qualities
<ul style="list-style-type: none"> • Committed and enthusiastic. • Excellent health, attendance and time-keeping record. • Loyalty and discretion. • Confident, positive and flexible attitude.
Skills and Knowledge
<ul style="list-style-type: none"> • Ability to work on own initiative and be decisive. • Ability to work as a member of a collaborative team. • Excellent organisational and planning skills. • Outstanding attention to detail. • The ability to relate to 11-18 year olds. • High level organisational skills. • Excellent telephone manner.
Qualifications
<ul style="list-style-type: none"> • Qualified Teacher Status. • Computer literacy in usual office applications. • Good level 2 qualifications in English and maths.
Key Responsibilities
<ul style="list-style-type: none"> • To ensure high standards of teaching and learning within the department. • To ensure the department is contributing to the raising of standards of achievement in line with academy policy. • To ensure teaching meets the needs and aspirations of all students. • To ensure there is a programme of Continuing Professional Development for all colleagues and to contribute personally to this programme. • To ensure own professional development is up-to-date and supportive of innovative practice. • To monitor and evaluate the effectiveness of your subject at all Key Stages. • To identify the resources needed to ensure high quality teaching and ensure that these area available to colleagues. • In conjunction with the Head of Department draw up a development plan to move the department forward. • To attend scheduled meetings, including consultation meetings with parents. • To provide information, as required, to the Head of Department and Leadership. • To liaise effectively with colleagues, particularly the Head of Learning Support and the Examinations Officer. • To deputise for the Head of Department. • To promote and contribute to the extra-curricular activities of the department. • To develop the leadership skills of colleagues.
Responsibilities to the Headteacher
<p>To promote the aims, values and ethos of the school and uphold school rules.</p> <p>To read and adhere to the procedures set out in the Staff Handbook.</p> <p>To carry out a share of supervisory duties in accordance with normal school schedules.</p> <p>To participate in the appropriate meetings with colleagues and parents.</p> <p>To participate in performance management arrangements.</p> <p>To carry out other duties as may be reasonably required by the Headteacher.</p> <p>To support the ethos of the school and enforce the school's behavioural and uniform policies.</p>
Notes
<p>The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of</p>

time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

Signed	
Employee:	Date: