



BEDFORD
FREE SCHOOL
ACHIVING BEDFORD & REAFFYTON

JOB DESCRIPTION

Job Title: Head of Department

Reports To: Deputy Principal (Academic)

Direct Reports: Department staff

Overall Responsibilities:

- To lead and develop the teaching staff within the department
- To develop a knowledge driven curriculum across all year groups
- To prepare students for academic success and inspire a love of learning that goes beyond examinations
- To research and implement research driven innovation in teaching and learning
- To maintain an up-to-date knowledge of developments within your specialism
- To be a designated form tutor and the key home-school link for students

Main Duties:

Leadership and Management

- To work with senior leaders to develop, implement and monitor effective schemes of work, course delivery, assessments, student surveys and student data in line with school policy.
- To work with other teachers and staff to identify, develop and deliver staff training
- To ensure that teaching and learning actions are evaluated and action plans produced and implemented to promote best practice and ensure student achievement
- To oversee all aspects of examination courses including entries, controlled assessments if applicable and the setting, marking and moderation of internal assessments and examinations
- To analyse internal and external performance data and evaluate the performance of the department and teaching staff based on this
- To devise and implement improvement priorities based on this data
- To actively coach each member of the department in a challenging but supportive way
- To work closely with other HoDs and senior staff to drive school improvement
- To be accountable for all areas of the department's performance

Teaching and learning

- To teach effectively across the age and ability range to achieve excellent student outcomes
- To regularly assess and review individual students' progress and achievement and to communicate effectively with parents/carers in line with BFS procedures and values
- To remain up to date with national trends and changes in education and in specialist area(s) and implement developments in curriculum design and delivery to reflect these
- Where appropriate, to mentor staff new to teaching, staff undertaking teacher training programmes and other staff as appropriate
- To develop and maintain a learning environment in line with BFS values
- To actively contribute to the Electives programme

Data

- To target and monitor individual student progress and use data proactively to identify and drive individual and group improvement to maximise achievement
- To propose development actions based on data to the Deputy Principal (Academic)

Safeguarding

- To be responsible for promoting and safeguarding the welfare of students and for raising any concerns in line with school procedures

Equality and Diversity

- To be responsible for promoting equality and diversity in line with school policies and procedures.

Health and Safety

- To be responsible for following Health and Safety requirements in line with school policies and procedures.

Training and development

- To participate proactively in training and development including qualification development required in the job role

Other responsibilities

- To undertake as required other duties and responsibilities relevant to the job as directed by the Principal

March 2017

