

St Michael's College, Enniskillen



JOB DESCRIPTION

Head of Construction with Technology & Design to A' Level and Btec Level 3 Engineering (Full time/Permanent)

Teaching Allowance: 1

Purpose of Job

The Head of Department is the subject team leader who shares, with the SLT, the school's responsibility for delivering to the pupils the curriculum within the subject, ensuring that each pupil receives positive encouragement to develop their potential to the full according to the stated aims of the school. As a teacher, work with colleagues to deliver the curriculum to pupils throughout the school up to and including Btec Level 3 Construction, A' Level Technology & Design and Btec Level 3 Engineering.

Responsibilities

MAIN DUTIES

Operational/Strategic Planning

1. To provide leadership and create enthusiasm for teaching among members of the department, to develop team work and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide the Principal with minutes of departmental meetings within 5 days of meeting by email and also placing same on Staff Resources.
2. To hold regular department meetings in line with schedule laid down by SLT in order to define and develop departmental policy, priorities, schemes of work and timelines. To monitor and review their implementation, set departmental targets as necessary working within the aims of the school and in line with the School Development Plan(SDP). To ensure that the Principal has a hard copy of all relevant departmental documentation.
3. To attend regular Middle Management Meetings with SLT to ensure there is robust monitoring, evaluation and review of Action Planning, of Learning & Teaching, of Pupil Achievement and of Assessment / Tracking and intervention procedures within the department which will inform the SDP and impact pupil learning.

Leading and Managing Staff

1. To be responsible for the induction of new staff within the department.
2. All teachers within the department should be appropriately monitored, supported and reviewed including through regular classroom observations as agreed with members of the department. This will include monitoring of learning & teaching, the use of assessment for learning, pupil tracking / assessment and the development of appropriate strategies to positively impact pupil learning.
3. To be responsible for the day to day management of all members of the department.
4. To conduct all elements of PRSD with Departmental members as required by SLT.
5. To promote and monitor CPD within the department.
6. To offer support and advice to members of the department and encourage and facilitate their professional development.

7. To regularly monitor the work of department members, ensuring that they are following the agreed departmental timeline, correct schemes of work and adhering to policies and procedures, including marking for improvement and differentiation.
8. To establish common and consistent standards of practice and to encourage the sharing of good practice within the department and develop effective learning and teaching.

Information and Data Management

1. To ensure that members of the department fulfil the school's requirements for tracking pupil progress and reporting to parents / guardians.
2. To ensure that all relevant departmental assessment data (including public examination data) is appropriately recorded on SIMs.
3. To ensure that the school's requirements for the central recording and safe keeping of Controlled Assessment tasks and marks is fulfilled.
4. Use data effectively
 - to ensure that departmental members take account of and use target grades for each pupil based on benchmarking data.
 - to ensure that departmental members identify pupils who are underachieving in the subject and provide appropriate support.
5. To produce an annual examination analysis KS3/KS4/Post 16 and department review.

Learning and Teaching

1. To promote high quality learning and teaching within the department, set and monitor high standards and ensure with others that the pupils' learning is effective and continuous. This will include appropriate differentiation within the subject.
2. To ensure robust assessment procedures (formative and summative) to support Learning and Teaching in the department.
3. To ensure that the department is up to date with the implementation of all school policies and procedures including Learning Support(SEN), Additional Educational Needs(AEN) and Gifted and Talented.
4. To ensure the acquisition and development of pupils' literacy, numeracy and ICT skills in the subject.
5. To ensure the development, completion, assessment, review and appropriate reporting of Cross Curricular Skills tasks across the subject.
6. To make appropriate arrangements for classes when departmental staff are absent, including provision of appropriate cover work and guidance to substitute teachers.
7. In consultation with department members create a bank of appropriate intervention strategies to improve individual pupil achievement.

8. To promote and encourage pupil participation in local and national competitions.
9. To celebrate pupil engagement and achievement by ensuring appropriate displays throughout the school and within the department (WAGOLL).
10. To develop all aspects of CEIAG within the department.
11. To work proactively with the Co-ordinator of Industry Links to develop and maintain links with industry for the benefit of the students.

Communication and Liaison

1. To participate in regular SLT / HoD meetings. To disseminate relevant information to members of the department.
2. To encourage appropriate links across the curriculum, between departments and with partner primary schools, and to promote relevant after school activities.

Management of Resources

To organise and manage the department budget and resources to ensure the efficient and effective use of all resources. To maintain a stimulating environment within the department. To be responsible for department administration.

Promotion

To lead the marketing of the department at appropriate occasions including Open Evenings, Prize Night, Primary Pupil Experience Days, for the School Magazine, website, Twitter, Facebook, the School Prospectus and any other relevant platforms.

Health and Safety

To be familiar with the school's Health and Safety policy and implement it as applicable within the department. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary.

Other Duties

Any other duties or tasks appropriate to the subject(s) which SLT may request.

The post holder will complete an action plan annually to be agreed with the Principal. The action plan will be reviewed termly.

Annual Review

The above responsibilities will be reviewed annually and negotiated where necessary, to take account of the changing needs of the school.