



**South Dartmoor Community College and the Atrium**  
**Head of Department - Job Description**



**Key Purpose of Role**

- To promote exceptional engagement, enjoyment and progress in learning in all areas of the Department.
- To ensure all students, including those from identified cohorts such as students with SEND or entitled to Pupil Premium funding, make outstanding progress.
- To lead outstanding provision in all areas within the Department.
- To monitor and evaluate the quality of provision within the Department.
- To raise standards of teaching and learning and improve student progress by devising and implementing creative solutions to address areas of weakness as appropriate.
- To ensure that assessment and feedback is of a consistently high quality and promotes student progress.
- To put in place a planned programme of effective academic intervention to ensure all students make rapid and sustained progress.
- To implement, monitor and evaluate the effective use of data in the classroom and instigate intervention to address areas of weakness.
- To raise student aspiration and ensure excellent behaviour for learning across the Department.
- To ensure consistency of approach and practice within and between Departments so that teaching is never less than consistently good and students make progress better than national averages.

**Key Responsibilities**

- To develop an ethos of high standards and consistency in practice within Department teams and between Department teams
- To role model best practice and high standards in teaching and learning and professional conduct
- To develop the skills and knowledge of staff by providing high quality professional development activities that share best practice and develop effective collaboration
- To monitor and evaluate the impact of staff training on performance and student outcomes
- To use creative approaches to pursue excellence in teaching and learning throughout the academy
- To lead the development of accurate, timely and systematic approaches to self review, analysis and improvement planning
- To pursue excellence in use of data, assessment, feedback and intervention
- To ensure that assessment activities are standardised, moderated and used effectively to promote student progress
- To implement and monitor effective systems for assessment and feedback to promote student progress and systematically and regularly monitor and evaluate standards
- To implement, monitor and evaluate effective systems for intervention to promote student progress and to monitor value for money and impact of intervention, including use of pupil premium funding
- To have an up to date knowledge of current educational practice and use this to raise standards and promote student progress
- To have an up to date knowledge and understanding of educational development and change and ensure that this is communicated and appropriate actions are implemented in response to national developments
- To contribute accurate information to inform academy improvement planning and play a lead role in developing creative solutions which make a significant contribution to academy improvement
- To provide support to colleagues in managing the behaviour for learning of students
- To ensure that all staff are effectively inducted into the Department including NQTs and ITT
- To develop opportunities to develop teaching and learning by working with primary and external providers
- To ensure all exam and reporting administration is completed in a timely and accurate manner by the Department team
- To lead, monitor and evaluate interventions to tackle underperformance of staff
- To be proactive in identifying and participating in activities to share best practice within and between Department teams
- To manage Department resources and finances effectively
- To undertake other appropriate duties, requested by the Executive Head teacher and commensurate with the role.