



# Grace Academy Solihull

## Job Description



Role: Head of Department/ Learning Lead  
Responsible to: Assistant Principal  
Based at: Grace Academy Solihull  
Hours: Full time Permanent Post  
Pay Scale: MPS M1-M9

### Job Purpose

- To ensure that the learning of students in a particular subject/curriculum area is maximised for all

### Key Responsibilities

- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area(s), in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To act as a curriculum lead and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area.

### Key Tasks/Responsibilities

#### 1) Strategic & Operational

- Lead the development of appropriate specifications, resources, schemes of learning, marking policies, assessment and teaching strategies in the faculty, within the designated curriculum/subject area(s).
- The day-to-day management, control and operation of the faculty aspect(s)/curriculum area(s).
- To assist in monitoring and following up student progress.
- To assist in the implementation of school policies and procedures, for example Equal Opportunities, Health and Safety, COSHH, etc.
- To work with colleagues to formulate aims and objectives for the area which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To assist in the management of the business planning function of the area, and to ensure that
- the planning activities of the area reflect the needs of the students and the aims and objectives of the school.
- To support the relevant leader in the application of ICT in the curriculum area.
- To be accountable for: Achievement and Intervention; Teaching and Learning; Behaviour Champion; SEN and Differentiation (delete as appropriate but TLR posts in each faculty must cover these aspects).

#### 2) Curriculum

- To liaise with the Faculty Learning Leader (or other relevant leader) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

- To support curriculum development with particular emphasis on the relevant curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Faculty Learning Leader to maintain accreditation with the relevant examination and validating bodies.

### 3) Staffing

- To work with the Faculty Learning Leader and Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to performance management (appraisal) review and to act as team leader for a group of staff within the designated area where appropriate.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme where appropriate including through the GUTP.

### 4) Quality Assurance

- To ensure the effective operation of quality control systems.
- To assist in the process of the setting of targets within the area and to work towards their achievement.
- To help to establish common standards of practice and develop the effectiveness of teaching and learning styles in all relevant curriculum area(s) and faculty aspect(s).
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the faculty.
- To participate in the monitoring and evaluation of the curriculum area/faculty in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement where required within the relevant curriculum area.

### 5) Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the of identification exam entries within the area where appropriate.

#### 6) Communications

- To ensure that all members of the curriculum area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the subject/curriculum views and interests.

#### 7) Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.
- To actively promote the development of effective subject links with external agencies.

#### 8) Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records where appropriate.
- To work with the Faculty Learning Leader or other appropriate leader in order to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed.

#### 9) Pastoral System

- To monitor and support the overall progress and development of students within the area.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the sanctions and rewards system is implemented in the area so that effective learning can take place.
- To take responsibility for promoting and safeguarding the welfare of the students within the school.

#### 10) Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

#### 11) Other Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.