

JOB DESCRIPTION

Job Title:	Head of Department
Department:	
Responsible to:	Deputy Head, Academic
Responsible for:	Leadership of the Department; Line-management of departmental staff
Member of:	Academic Management Team
Purpose of the job:	Heads of Department lead and manage key curriculum areas. They hold overall responsibility for teaching, learning and achievement within the department. Passionate about teaching and learning and experts in their field, they challenge, inspire, demand and deliver excellence. Providing professional leadership and support to colleagues and students, they ensure excellent quality standards within the department.

Head of Department is a key role in the academic leadership of Cardiff Sixth Form College. Our middle leaders inspire and motivate colleagues, taking responsibility for implementing school policy and for ensuring that their teams understand and adhere to our policy and practices, resulting in a culture in which we can all excel. The responsibilities outlined below are not exhaustive and other reasonable requests in keeping with the role may be made.

Main Responsibilities

- Be an expert in the field of teaching and learning and a champion of outstanding educational practice;
- Remain up-to-date with changes in educational theory and in subject/Key Stage requirements;
- Demonstrate inspirational leadership with vision, presence, and foresight to develop and enhance teaching and learning at the College;
- Support the SMT in setting the strategic direction of the school, with specific reference to teaching and learning;
- Establish and maintain the efficient day-to-day running of the department, including organising cover for teaching staff;
- Lead regular departmental meetings, sharing good practice and engaging in high level pedagogical discussion;
- Oversee, and contribute to, the creation of high quality schemes of work which support outstanding teaching and learning practice;
- Ensure robust annual review of professional performance through the College Professional Development Appraisal process;
- Evaluate classroom practice in the department to ensure high quality teaching and learning is in place;
- Provide feedback to teachers and to SMT on the quality of teaching and learning within the department;
- Collate and disseminate information gathered from learner focus groups, feeding back to the department and to the Deputy Head, Academic;
- Develop and implement a Departmental Development Plan which identifies clear targets, timescales and success criteria, and which is in line with the College Improvement Plan, ensuring that the department is self-evaluating for continuous improvement;
- Oversee the development of assessment and tracking systems to monitor and evaluate students' progress and achievement;
- Plan and prepare the student grouping and staffing structure for the department;

- Liaise with the Bursar to ensure that departmental budgets are effectively, efficiently and rigorously managed;
- Work with the SMT and HR on recruitment, induction and training of new departmental staff;
- Work closely with the Admissions Department where necessary, with regard to setting and marking of appropriate admissions tests;
- Ensure that departmental staff communicate proactively with parents and guardians;
- Liaise with SMT, academic staff and boarding staff over key pastoral and academic student issues;
- Attend regular meetings with the Deputy Head, Academic and Heads of Department sharing key information and representing the department in all discussions;
- Pass on any safeguarding issues immediately to the DSP, triaging such concerns where necessary and playing a key role in any subsequent support strategies;
- Ensure that procedures, routines and rules are properly understood and observed by pupils;
- Provide and contribute to oral and written assessments and reports on the development, effort, progress and attainment of pupils;
- Contribute to the provision of academic enrichment opportunities within the department, including those which take place in enrichment weeks;
- Provide strategic direction and leadership and facilitate the College in meeting its strategic vision and goals, writing an annual development plan and contributing to the College's own Self Evaluation.

Other responsibilities:

- Establish clear targets for achievement and evaluate progress through the use of appropriate assessments;
- Keep up-to-date with all relevant developments in Education in Wales, the UK and overseas;
- Engage actively with Dukes Education schools groups;
- Contribute to the College's wider business aspirations and fulfil all contractual duties
- Work to maintain effective partnerships with the community, promoting and representing the school at local, national and international level.

Health & Safety:

- Comply with all health and safety procedures as required by the college on all sites, particularly to ensure all fire evacuation requirements are met. Report any concerns, issues and near misses;
- Ensure all staff and students in the boarding community understand and commit to the above;
- Keep up to date with all relevant training.

Safeguarding Responsibilities:

Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSP or a Deputy Safeguarding Officer. Your safeguarding responsibilities mean that you will need to:

- Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
- Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
- Undertake initial and regular safeguarding training and be willing to undertake additional safeguarding training to enhance professional development.

Person Specification:

- Be an outstanding leader and ambassador for the College, setting the example to students and to colleagues, at all times;
- Demonstrate adaptability and sound judgement;
- Have good organisational skills and be solution-focused whilst contributing to the ongoing development of the College;
- Work effectively with other people by being self-aware, treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained;
- Develop good working relationships with all colleagues, working closely with boarding houseparents, heads of houses, heads of department, teachers and senior managers;
- Communicate clearly by getting the message across effectively, listening carefully and responding to feedback;
- Represent CSFC professionally and adhere to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers;
- Be positive in outlook and supportive in all aspects of work.