

KEPIER



Kepier

JOB DESCRIPTION

Name:

Job Title: Department Leader for Culture and Wellbeing

Salary Scale: Main Pay Scale/UPS + TLR 2b

Point Range: As applicable to Teacher

Permanent Contract

Starting on: 1st September 2020

Contractual hours: 32.5 per week

Weeks per year: 195 days per year

Hours to be worked: As directed by the Principal

Disclosure level: Enhanced

Purpose of Job: To lead the teaching, learning and development of PSHCE, RE, Culture and Wellbeing across the School.

- To be accountable for the quality of teaching and learning within the department; including the rigorous monitoring and evaluation across the department.
 - To be accountable for learner progress and development within the department.
 - To be accountable for curriculum development within the department.
 - To be accountable for leading, managing and developing the subject area/department, including those staff with leadership responsibilities.
 - To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for learners within the department.
 - To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the curriculum.
 - To monitor and lead the overall progress and development of learners as a manager and as a form coach.
 - To facilitate and encourage a learning experience which provides learners with the opportunity to achieve their individual potential.
 - To contribute to raising standards of learner attainment.
 - To develop and enhance the teaching practice of others.
 - To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
 - To be fully compliant with the Teacher Standards.
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Principal Duties:

Operational/ Strategic Planning:	<ul style="list-style-type: none"> ● To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department. ● The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. ● To actively monitor and follow up learner progress. ● To work with colleagues to formulate aims and objectives and strategic plans for the department which have coherence and relevance to the needs of Kepier. ● To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the learners, SIP/DIP and the aims and objectives of the school. ● To work with the relevant manager in the development and application of ICT in the department. ● To lead in the department's evaluation form and development plan and its implementation. ● To contribute to the whole school's planning activities. ● 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, therefore liaising with the school health and safety lead.
Curriculum Provision:	<ul style="list-style-type: none"> ● To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements Kepier's Improvement Plan, Self Evaluation and strategic objectives. ● To be accountable for the development and delivery of subjects within the department (where relevant).
Curriculum Development:	<ul style="list-style-type: none"> ● To lead curriculum development within the whole department. ● To keep up to date with national developments in the subject area(s) 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 SLT and Data Manager to maintain accreditation with the relevant examination and validating bodies.
Staffing:	<ul style="list-style-type: none"> ● To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ● To contribute to performance management review and to act as a reviewer for a group of staff within the department. ● To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ● To take part in the school's staff development programme by participating in arrangements for further training and professional development. ● To continue personal development in the relevant areas including subject knowledge and teaching methods.
Recruitment / Deployment of Staff:	<ul style="list-style-type: none"> ● To engage actively in the performance management review process. ● To promote teamwork and to motivate staff to ensure effective working relations.

	<ul style="list-style-type: none"> • To be responsible for the efficient and effective deployment of the department's support staff, including classroom support. • To make appropriate arrangements for classes when staff are unexpectedly absent, ensuring appropriate cover within the department liaising with appropriate members of the SLT and other relevant staff to secure appropriate cover within the department. • To participate in the interview process for teaching and support staff posts when required, and to ensure effective induction of new staff in-line with Kepier procedures. • To support in, and contribute to the school's ITT/NQT programme. • To be responsible for the day-to-day management of staff within the department and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the department and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department. • To contribute to the school procedures for lesson observation and department evaluations. • To implement school quality procedures and to ensure adherence to those within the department. • To monitor and evaluate the views of parents, carers and staff. • To monitor and evaluate the curriculum area/department in line with agreed Kepier procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the department's quality procedures meet the requirements of self evaluation and the department improvement plan.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • To make use of analysis and evaluation of performance data. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle. • To produce reports on examination performance, including the use of value-added data and the departmental SEF. • To identify exam entries within the department. • To maintain appropriate records and to provide relevant, accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of learners. • To track learner progress and use information to inform teaching and learning. • In conjunction with the relevant SLT, to manage the department's collection of data. • To provide the Governing Body with relevant information relating to the departmental performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department / curriculum area are familiar with its aims and objectives.

	<ul style="list-style-type: none"> • To ensure communicate effectively with the parents of learners as appropriate. • Where appropriate, to communicate and cooperate with external agencies. • To support and follow agreed policies for communications in the school. • To represent the department's views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> • To lead the development of effective subject links with partner schools and the community, and lead in marketing and liaison activities such as open evenings parents evenings, consultation days and liaison events with partner schools. • To actively promote the development of effective subject links with external agencies as appropriate.
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising, allocation and maintaining equipment, materials and stock, and keeping appropriate records. • To work with the SLT in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed. • To identify resource needs and ensure the efficient/effective use of physical resources. • To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the learners.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of learners within the curriculum area. • To monitor learner attendance together with learners' 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 coach to an assigned group of learners and carry out the duties associated with the role. • To promote the general progress and well-being of individual learners and of the coaching group as a whole. • To liaise with a year leader to ensure the implementation of the school's pastoral system. • To ensure the behaviour management system is implemented effectively in-line with policy within the department. • To register learners, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
Teaching:	<ul style="list-style-type: none"> • To evaluate and monitor the progress of learners and keep up-to-date learner records as may be required. • To contribute to the preparation of improvement plans and progress files and other reports. • To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with the appropriate staff. • To contribute to PSHCE and citizenship and enterprise according to school policy.

	<ul style="list-style-type: none"> ● To apply the behaviour management systems so that effective learning can take place. ● To teach, learners according to their educational needs, including the setting and marking of work to be carried out by the learner in school and elsewhere. ● To assess, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required. ● To provide, or contribute to, oral and written assessments, reports and references relating to individual learners and groups of learners. ● To ensure that ICT, literacy, numeracy, AfL, citizenship, SMSC and school subject specialism(s) are reflected in the teaching/learning experience of learners. ● To undertake a designated programme of teaching. ● To ensure a high quality learning experience for learners which meets internal and external quality standards. ● To prepare and update subject materials. ● To use a variety of delivery methods which will stimulate learning appropriate to learner needs and demands of the syllabus. ● To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ● To undertake assessment of learners as requested by external examination bodies, departmental and school procedures. ● To mark, grade and give written/verbal and diagnostic feedback as required.
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Other Specific Duties:	
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<ul style="list-style-type: none"> ● To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example. ● To support the school in meeting its legal requirements for worship. ● To promote actively the school's corporate policies. ● To continue personal development as agreed. ● To comply with the school's health and safety policy and undertake risk assessments as appropriate. ● To carry out duties with full regard to the school's equal opportunities policy. ● To undertake any other duties as specified by STPCB not mentioned in the above. ● To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with. ● All staff are expected to undertake First Aid training (First Aid at Work) and be a 'First Aider' if required. ● All staff are expected to undertake Fire Warden training and be a 'Fire Warden' if required.

Responsible to: Principal /SLT

Responsible for: Teaching staff and other relevant staff within the department/curriculum area

Liaising with: Principal/SLT, Deputy Department Leader, teaching/support staff, external agencies and parents

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous and supportive 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.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children’s Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School’s Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....

Signed (Principal)..... **Date**.....