



- To co-ordinate the day to day organisation and management of staff and resources of the department.
- To maintain a Curriculum Leaders folder with appropriate documentation to monitor Teaching and Learning, Attainment and Progress
- To lead the Departmental Quality Assurance Review

### **Achievement and progress**

- To ensure that all groups of students fulfil their potential in terms of progress and attainment and lead the drive to address gaps in attainment of underachieving students.
- Evaluate Progress Check data to produce the Head of Department Strategic Summary document
- To complete the Exams Analysis document, evaluate performance, action plan for improvement and monitor progress towards targets set.
- To quality assure the accuracy of progress grades reported to parents and students.
- To develop systems and procedures to effectively challenge underachieving students and for coordinating and recording intervention work across the Department.

### **Teaching and Learning**

- To monitor and evaluate the quality of teaching and learning across the department, ensuring that appropriate strategies are adopted to aid progression for **all** students.
- To lead the development of Teaching and Learning strategies as outlined in the School Improvement Plan
- To ensure that assessment is frequent, differentiated to meet the needs of all students, accurate and used effectively to track student progress.
- To monitor that student work (including homework) is marked in line with the whole school marking policy.
- To ensure that differentiated homework is set and that it extends and reinforces the learning which has taken place in the classroom.
- To design schemes of learning which signpost appropriately differentiated learning activities and promote challenging, purposeful and enjoyable lessons which develop students' ability to work independently.
- To organise extra-curricular opportunities which enhance students' learning and enjoyment of Drama and Music.

### **Staffing**

- Liaise with the Deputy Head Curriculum with regard to staffing requirements and timetabling
- Participate in the recruitment of new staff and ensure the successful induction of new staff to the Department

### **Whole school**

- To actively support the development of literacy and numeracy across the curriculum.
- To make a positive contribution to the ethos of the school and to the School Improvement Plan.
- Support the development of whole school and cross curricular initiatives.
- To develop, implement, monitor, evaluate and review Department policies and practices to ensure they reflect the School's commitment to raising achievement and providing a high quality education.
- Promote partnerships with parents.

### **Additional**

- Follow Health and Safety requirements.
- Ensure compliance with Data Protection legislation.
- Show commitment to safeguarding and promoting the welfare of the children and young people.
- Operate within the school's Equalities policies.
- Contribute to the maintenance of a caring and stimulating environment for young people.
- Show a commitment to your own professional development.

### **Review of duties**

- The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.