

## Middle School Department Head

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Middle School Department Head
<b>Hours:</b>	Full-time
<b>Contract Type:</b>	Permanent
<b>Reporting to:</b>	Head of School
<b>Responsible for:</b>	Middle School Department

<b>1.</b>	<p><b>Main Purpose</b></p> <ul style="list-style-type: none"> <li>Act as lead teacher across the department – modelling, articulating and ensuring the development and implementation of an inclusive vision underpinned by high-quality provision and practice.</li> <li>Lead on day-to-day performance and improvement for staff ensuring they can access the support they need as they need it.</li> <li>Ensure the effective implementation and development of the curriculum across the department.</li> <li>Lead on the development of collaboration - sharing knowledge, skills and understanding within the department and support the facilitation of this across the wider school.</li> <li>Work with the department heads and the leadership of the school(s) to share ideas and develop provision and improve student outcomes more generally.</li> </ul>
<b>2.</b>	<p><b>Duties and responsibilities</b></p> <p><b>Qualities and knowledge</b></p> <ul style="list-style-type: none"> <li>Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.</li> <li>Articulate a vision and approach for inclusion that is coherent with the values and vision of the Trust and lead by example in bringing this to fruition.</li> <li>Articulate and advocate for the Trust and the development of the Trust as central to the growth and development of the individual academies.</li> <li>Build positive relationships with all members of the school communities, showing positive attitudes to them.</li> <li>Keep up to date with developments in education, and have a good knowledge of education – with particular reference to SEND, curriculum and teaching and learning development within this area.</li> <li>Communicate the vision across the department compellingly.</li> <li>Seek training and continuing professional development to meet own needs.</li> </ul> <p><b>Pupils and staff</b></p> <ul style="list-style-type: none"> <li>Demand ambitious standards for all pupils within the department instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.</li> <li>Ensure excellent teaching across the department, developing collaboration and seeking support and development from the wider infrastructure of the school as is required.</li> <li>Establish a culture of ‘open classrooms’ as a basis for sharing best/ leading practice – recognizing the key facets of effective collaboration within a self-improving school system.</li> </ul>

	<ul style="list-style-type: none"> <li>• Create an ethos within which staff within the department are motivated and supported to develop their skills and knowledge.</li> <li>• Identify emerging talents, coaching those within the department to develop further.</li> <li>• Hold staff within the department to account for their professional conduct and practice.</li> </ul>
	<p><b>Systems and processes</b></p> <ul style="list-style-type: none"> <li>• Ensure that a clear and well-articulated curriculum is followed across the department.</li> <li>• Ensure that the quality and consistency of the day-to-day teaching across the department and lead by example in the area.</li> <li>• Ensure that priorities in this area of the school are clearly identified, articulated and responded to – working with colleagues to meet them effectively and efficiently.</li> <li>• Ensure ongoing development of skills and progression for students across the department</li> <li>• Ensure that work within the department links fluidly with the work undertaken in other departments and across the different pathways.</li> </ul>
	<p><b>The self-improving school system</b></p> <ul style="list-style-type: none"> <li>• Create an outward-facing department which works with other areas within the school to secure excellent outcomes for all pupils.</li> <li>• Develop effective relationships and interchange with fellow professionals.</li> <li>• Model responsive, adaptive and innovative approaches to teaching and learning and curriculum improvement.</li> <li>• Inspire and influence others to believe in the fundamental importance of education in young people’s lives and promote the value of education and inclusion.</li> </ul>
	<p><b>Other areas of responsibility</b></p> <p>The Middle School Department Head will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</p> <p>As a leader within Exeter House School and Somerset Education Trust you will be expected to take on relevant and delegated responsibilities in agreement with the Head of School/ Executive Principal and be an active advocate for the Trust, its values and its development.</p>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** .....

**Next review date:** .....

**Line manager’s signature:** ..... **Date:** .....

**Postholder’s signature:** ..... **Date:** .....

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree.</li> <li>• Evidence of further relevant training and development relevant to the role.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience as a teacher in a special school environment.</li> <li>• Proven and relevant teaching experience with the knowledge and skills to improve and develop teaching quality and standards.</li> <li>• Experience of working with a range of pupils with SEND.</li> <li>• Experience of using data/ other information to understand and better meet need for students.</li> <li>• Demonstrable experience of successful collaboration with others that has led to improved performance/ student outcomes.</li> <li>• Experience of working with other people, classes or schools to develop collaboration and understanding.</li> <li>• Experience or understanding of working within a multi-academy Trust.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of communication to support change and development.</li> <li>• Understanding of teaching and learning improvement strategies and how to implement them.</li> <li>• Data/ information analysis skills, and the ability to use data/ information to set targets and identify areas for development.</li> <li>• Understanding of high-quality teaching and knowledge of strategies to support and develop this in others.</li> <li>• Understanding of inclusion and how this can be used to develop and enhance schools.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and Trust.</li> <li>• A commitment to inclusion and the development of this within your department and the school as a whole.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> </ul>