

Middle School Department Head

JOB DESCRIPTION AND PERSON SPECIFICATION

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

1.	<p>Main Purpose</p> <ul style="list-style-type: none"> 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. Lead on day-to-day performance and improvement for staff ensuring they can access the support they need as they need it. Ensure the effective implementation and development of the curriculum across the department. Lead on the development of collaboration - sharing knowledge, skills and understanding within the department and support the facilitation of this across the wider school. Work with the department heads and the leadership of the school(s) to share ideas and develop provision and improve student outcomes more generally.
2.	<p>Duties and responsibilities</p> <p>Qualities and knowledge</p> <ul style="list-style-type: none"> Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils. 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. Articulate and advocate for the Trust and the development of the Trust as central to the growth and development of the individual academies. Build positive relationships with all members of the school communities, showing positive attitudes to them. 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. Communicate the vision across the department compellingly. Seek training and continuing professional development to meet own needs. <p>Pupils and staff</p> <ul style="list-style-type: none"> 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. Ensure excellent teaching across the department, developing collaboration and seeking support and development from the wider infrastructure of the school as is required. 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.

	<ul style="list-style-type: none"> • Create an ethos within which staff within the department are motivated and supported to develop their skills and knowledge. • Identify emerging talents, coaching those within the department to develop further. • Hold staff within the department to account for their professional conduct and practice.
	<p>Systems and processes</p> <ul style="list-style-type: none"> • Ensure that a clear and well-articulated curriculum is followed across the department. • Ensure that the quality and consistency of the day-to-day teaching across the department and lead by example in the area. • 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. • Ensure ongoing development of skills and progression for students across the department • Ensure that work within the department links fluidly with the work undertaken in other departments and across the different pathways.
	<p>The self-improving school system</p> <ul style="list-style-type: none"> • Create an outward-facing department which works with other areas within the school to secure excellent outcomes for all pupils. • Develop effective relationships and interchange with fellow professionals. • Model responsive, adaptive and innovative approaches to teaching and learning and curriculum improvement. • 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.
	<p>Other areas of responsibility</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
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Degree. • Evidence of further relevant training and development relevant to the role.
Experience	<ul style="list-style-type: none"> • Successful experience as a teacher in a special school environment. • Proven and relevant teaching experience with the knowledge and skills to improve and develop teaching quality and standards. • Experience of working with a range of pupils with SEND. • Experience of using data/ other information to understand and better meet need for students. • Demonstrable experience of successful collaboration with others that has led to improved performance/ student outcomes. • Experience of working with other people, classes or schools to develop collaboration and understanding. • Experience or understanding of working within a multi-academy Trust.
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of the importance of communication to support change and development. • Understanding of teaching and learning improvement strategies and how to implement them. • Data/ information analysis skills, and the ability to use data/ information to set targets and identify areas for development. • Understanding of high-quality teaching and knowledge of strategies to support and develop this in others. • Understanding of inclusion and how this can be used to develop and enhance schools. • Effective communication and interpersonal skills. • Ability to communicate a vision and inspire others. • Ability to build effective working relationships.
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and Trust. • A commitment to inclusion and the development of this within your department and the school as a whole. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality.