JOB DESCRIPTION :
SECONDARY SCHOOL HOD/UNIT HOLDER

Name of Teacher:

Position: Assistant Head of Learning Area Science

Directly Responsible To: HoLA Science

Curriculum Area/s: Science

General Statement of Responsibilities:

1. To provide co-ordination, management and supervision of long term and day to day curriculum planning, delivery and operations within the area/s of delegated authority.
2. To provide professional leadership within the area/s of delegated authority.
3. To provide the administrative framework within which students and staff may function effectively.
4. To ensure that there is a suitable subject assessment programme for all levels or areas.
5. To provide, through formal and informal interactions, appropriate support to teachers in their professional tasks and in management of student behaviour.
6. To provide an effective communication link between the senior management of the school and the area/s of delegated responsibility.
7. To maintain effective and appropriate relationships both within the school and with its community.

Signed _____ Staff Member

Signed Principal Date:

Key Tasks	Desired Outcomes
1. Curriculum Planning and Delivery ▪ Ensure schemes, plans are up to date and accurate ▪ Supervise staff and checks on planning and records ▪ Meets regularly with curriculum co-ordinator	▪ Teachers have appropriate guidelines for planning programmes of learning in line with National Curriculum and school policies ▪ Ensure curriculum coverage in the department is appropriate ▪ Co-ordinator is kept informed of programme developments ▪ Charter obligations are being followed
2. Professional Leadership ▪ Use department meeting to lead professional discussion ▪ Supports staff in their teaching roles and encourages professional development ▪ Provides appropriate guidance to staff ▪ Participates fully in the school's performance management system	▪ Staff in the department feel valued and supported. They are encouraged to maintain up to date knowledge of developments in teaching and learning. There is a collaborative approach to planning, assessing and delivery of programmes
3. Department Administration ▪ Suggests areas for budget expenditure and maintains accurate records of purchases. Works within budget ▪ Manages curriculum resources well ▪ Maintains current resource inventory	▪ Financial resources are well managed ▪ Appropriate storage, records and use is made of departmental resources. Assets are kept on a current register or inventory
4. Student Assessment ▪ Develops and maintains appropriate assessment system ▪ Ensures students are kept informed of assessment deadlines, expectations etc ▪ Supervises analysis of aggregated assessment data ▪ Oversees reporting to parents in subject area ▪ Ensures that assessment data is used to inform programme planning ▪ Provides professional support to teachers in assessment methods and record keeping	▪ The department has sound methods of assessing student achievement against any accepted standards or achievement objectives. ▪ Ensures that accurate records are kept and that analysis assists in identifying student learning needs which are then used to inform planning. ▪ Parents are kept accurately informed of student achievements and progress.
5. Behaviour Management ▪ Provides sound advice and support to staff in their classroom management ▪ Gives appropriate advice to teachers relating to behaviour management ▪ Liaises as necessary with senior/pastoral staff regarding behaviour issues ▪ Deals in a positive and appropriate manner with referred discipline issues ▪ Follows school policy guidelines when working with students ▪ Maintains accurate notes on student referrals	▪ The department staff feel fully supported in dealing with all aspects of behaviour management. ▪ Students are managed at all times with courtesy, consideration and dignity in a manner that respects cultural diversity and the rights of the individual. ▪ The school behaviour management policies and procedures are followed at all times.

Key Tasks	Desired Outcomes
6. Communications ▪ Meets as required with senior managers ▪ Advises on staff appointments making suitable recommendations ▪ Holds regular department meetings to disseminate information ▪ Keeps accurate meeting minutes ▪ Encourages staff to participate in school activities ▪ Contributes as required to school review and policy development ▪ Attends as required HOD meetings	▪ Managers are kept up to date with any issues relating to the department. ▪ There is an ongoing, strong link between schoolwide policy, procedures and programme planning and department teachers. ▪ All staff are kept fully informed, meetings run smoothly and effectively, accurate records are kept.
7. Relationships ▪ Represents department views in meetings ▪ Develops strong, positive relationships with students, staff and parents ▪ Provides positive feedback and support ▪ Actively supports school policy decisions, strategic targets and plans ▪ Provides a positive role model to the school community ▪ Contributes to the full life of the school, including extra-curricular activities, major school events and encourages others to do so	▪ Assists in presenting a schoolwide positive image, helps to enhance relationships with all members of the school community and actively participates in and supports general school policy direction and strategic targets. ▪ Is fully supportive of wider school activities to enhance these in enriching the programmes offered to students.
8. Health & Safety	▪ That teaching and resource areas are subject to regular checks for possible hazards. ▪ That any relevant Health and Safety Regulations are complied with.