



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

## Job Description: Head of Department – Food

To establish, formulate and implement departmental aims and objectives in accordance with the school's overall aims

To be responsible for learning and behaviour within the department

To lead and manage staff in the department and carry out PMR observations, objective setting and reviews

To be responsible for implementation of agreed curriculum at KS4 and KS5 including the effective teaching of literacy, numeracy, ICT, computing, British Values and SMSC

To oversee examination entries for Food

To be responsible for the development of effective and engaging teaching strategies within the department

To monitor and evaluate all aspects of learning, teaching and assessment

To ensure effective use of tracking data to maximise student progress across all groups and both Key Stages

To contribute to the whole school SIP and write the departmental development plan and departmental self-evaluation, in line with school policy

To be responsible for staff development within the department, including oversight of NQT and Trainee mentoring

To organise after school classes and to support attendance at such classes

To be responsible for resources and finance within the department, ensuring the department is fully resourced to support teaching and learning

To develop recruitment and retention of Food students to KS4 and KS5.

To represent the department at meetings and events (i.e. HoDs, link governor, parents/carers, and other school meetings and events)

To liaise with colleagues in the school to ensure optimal use of ICT, Food and cross-curricular resources including computing across the curriculum

To organise enrichment which supports the Food curriculum and contribute to whole school development

To effectively use KS2, KS3 and KS4 data to ensure appropriate targets are set for KS4 and KS5 students and for class teachers in their PMR objectives

Set cover as required for KS4 and KS5 in the event of staff absence

To participate in monitoring and evaluation carried out by the school leadership team



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## Person Specification - Head of Food

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>· Qualified Teacher Status</li><li>· Good Degree</li><li>· Clear evidence of continuing professional development</li></ul>	
Experience	<p>Teach Food to KS4 and KS5.</p> <p>Experience of leading, coordinating and monitoring across the department or of a significant area within this department (e.g.KS4/KS5,AFL)</p> <p>Clear evidence of successful teaching across the full ability and age range at examination level</p> <p>Clear evidence of raising student achievement within a successful department</p> <p>Experience of raising the achievement of targeted groups (e.g. Higher attainers, SEN, EAL, boys, FSM)</p> <p>Experience in a multi-cultural environment</p>	<p>Experience of teaching/leading curriculum development outside subject area</p> <p>Evidence of line managing a team of staff</p> <p>Experience of leading a whole school production or involvement in one</p>



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<p>Skills/Qualities Attributes and knowledge</p>	<p>Up to date knowledge of the National Curriculum</p> <p>Knowledge of current national developments in education, teaching and learning</p> <p>An outstanding teacher</p> <p>Effective organisational skills with the ability to meet deadlines</p> <p>Ability to gather, analyse and interpret data to establish benchmarks and set challenging targets for improvement</p> <p>Dynamic and innovative approach to teaching and learning developments within a department</p> <p>Ability to model effective teaching methods in order to raise achievement</p> <p>Ability to assess and promote students' progress in a variety of ways</p> <p>Excellent interpersonal and communication skills</p> <p>Confident use of ICT</p> <p>Ability to plan strategically in order to raise achievement</p> <p>Ability to lead and influence others</p> <p>Ability to build positive working relationships with colleagues and provide support through coaching/line management</p> <p>High level of written, oral and presentational skills and excellent organisational skills Ability to carry out lesson observations, provide feedback and set suitable targets</p> <p>Ability to lead, manage and implement changes to curriculum</p> <p>Ability to motivate and effectively manage students in large groups and individually</p>	
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	Negotiating skills and the wisdom to delegate appropriately	
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<p>Personal attributes</p>	<p>To be interested in young people, how they learn and in developing ways of removing barriers to learning</p> <p>To have a strong commitment to extra-curricular activities</p> <p>Developing interventions to counteract disadvantage, prevent underachievement and improve the literacy and numeracy levels of all students</p> <p>To believe in the importance of team work and a collaborative approach</p> <p>Commitment to and understanding of collective responsibility and distributed leadership</p> <p>Willingness to attend outside meetings and to work outside the timetabled day</p> <p>Flexible approach and a sense of proportion</p> <p>Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour</p> <p>Approachable, consistent, resilient and highly emotionally intelligent.</p>	<p>Leads by example and able to vary leadership style to best address leadership and management issues</p> <p>A reflective leader who can build capacity in the department through delegation and accountability</p>
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