



RAVENSWOOD SCHOOL JOB DESCRIPTION

Post Title: HOD Post 16 Department

Salary Grade: MPS/UPS, SEN
Allowance £2,787 pa and TLR2a £3,527

Responsible to: Deputy Headteacher

Persons line managed by postholder:
Teachers and TAs/LSAs in Post 16 Department

Job Purpose and Context

1. To effectively fulfil all professional duties as set out in Part XII of the School Teachers Pay and Conditions Document and with reference to the Teachers Standards (DfE).
2. To raise standards of achievement for pupils in Post 16 Department
3. To effectively contribute to the leadership and development of the school.

Generic Responsibilities of all Teachers:

1. Demonstrating in daily routines good knowledge and understanding of the structure and balance of the Preparing for Adulthood Programme as a whole, and applying and reviewing this to curriculum planning and delivery.
2. Effectively planning teaching to achieve progression in pupils' learning by taking account of their individual needs where identifying learning outcomes and content and teaching methods.
3. Providing clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge for pupils.
4. Implementing effective use of formative and summative assessment information on pupils' attainment, abilities and progress in planning for their learning.
5. Setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
6. Demonstrate understanding of professional responsibilities to school policies and procedures.
7. Effectively demonstrating skills and understanding in being a Curriculum/ Middle Leader across the school. Monitoring the implementation of subject policies, plans, targets and teaching strategies for pupils in Post 16 Department.
8. Effectively planning opportunities which will contribute to pupils' personal, spiritual, moral, social and cultural development.
9. Evaluating your own performance accurately and using it together with feedback from other sources to improve your effectiveness with regard to the changing needs of the school and individual pupils.
10. Organise and manage a well organised, orderly and ASD friendly learning environment.



11. Develop and maintain effective links with a range of multi-disciplinary professionals in order to facilitate that children's needs are met.
12. Set challenging pupil targets and throughout the school day within lessons for classes, groups and individuals and involve the pupil, and all relevant stakeholders, in the acquisition and development of these.

Additional Responsibilities/Expectations specific to the post:

1. Effectively leading and managing the teaching and learning of pupils in the Post 16 Department; monitoring and developing the performance of teachers to raise standards of pupils' achievements
2. Efficiently analyse and report on standards of performance of pupils in the Post 16 Department and be accountable for raising standards. Contributing to the evaluation of the Post 16 department within the school's self- evaluation plan.
3. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
4. Effectively leading and managing the Post 16 Department, to drive forward improvements in line with the School's Improvement Plan.

Undertake any professional duties as reasonably determined by the Headteacher.