



**HEAD OF PRE department**  
**TLR2B**  
**Job Description**

This head of PRE position is a key appointment, commencing at the start of the Spring Term 2018. The successful postholder will be fully supported in his/her role by the Head of Humanities and wider Senior Leadership Team. An energetic and dynamic teacher is sought to fill the vacant position as the former post-holder left at short notice in the summer of 2016.

**The responsibilities of this role will contribute to ensuring each child in our care is given the encouragement and support to maximise his or her personal and academic potential.**

**Purpose of the job**

To ensure high quality teaching of PRE throughout the school to ensure our learners are enthused and engaged resulting in the highest possible standards of learning and achievement for all students.

**Key responsibilities**

1. To provide professional leadership to a team of teachers and support staff in the delivery of the full range of teaching from Key Stage 3 to Key Stage 4, and to A-level and university entrance in the future.
2. To develop innovative, non-traditional approaches to the curriculum in order to ensure appropriate access and achievement for all learners.
3. To manage the resources of the department within the limits of the delegated budget and in accordance with the school's financial procedures.
4. To ensure that appropriate appraisal arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained.
5. To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes in the department and to ensure that strategies are devised and implemented to address underperformance.
6. To contribute significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.



### **Key tasks**

The key tasks associated with the responsibilities outlined above will be determined by the postholder in discussion with their line manager.

### **Job context**

The department is currently comprised of 3 specialist teachers, two of whom are part-time.

The head of department is supported by the Head of Humanities with whom the appraisal process is shared. Within the faculty, teachers on the upper pay range are expected to demonstrate substantial and sustained performance and contribution to the school in line with the statutory requirement to meet upper pay range standards.

### **Review of duties**

The specific duties attached to any teacher are subject to annual review and may, after discussion with the teacher, be changed.

September 2017