

# King Edward VI Northfield School for Girls



**KING EDWARD VI  
NORTHFIELD  
SCHOOL FOR GIRLS**

*Educational excellence for our City*

## **PURPOSE**

1. To raise standards of pupil attainment and achievement across the Health & Social Care qualification and to monitor and support pupil progress.
2. To be accountable for pupil progress and development within H&SC.
3. To develop and enhance the teaching practice of others within the department and across the wider school.
4. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying H&SC in accordance with the aims of the school and the curricular policies determined by the Governing Body, Academy Trust and Headteacher of the school.
5. To be accountable for leading, managing and developing the department.
6. To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum.

## **GENERAL**

1. To take overall responsibility for the day to day running and management of the H&SC department.
2. To seek to maintain high standards in all matters relating to H&SC.
3. To incorporate the school ethos, aims and objectives and policies into the work of the department.
4. To advise the Head of Faculty and SLT concerning all matters relating to the department.
5. To lead by example, both in the teaching and in the contribution, to the general life of the school.
6. To attend appropriate meetings to represent the department.

## **STAFF**

1. The Head of H&SC is directly responsible for those members of staff who form part of his/her department.
2. To co-ordinate, support and oversee the work of members of staff within the department. This should include regular meetings.
3. To monitor, support and oversee the work and welfare of staff within the department.

4. To assist with the induction, deployment and appointment of staff.
5. To oversee the staff development of members of the H&SC, within the resources available and school priorities.
6. To act as a channel of communication.
7. To organise meetings of the H&SC Department. These meetings should have agendas and (action) minutes. To make sure the department is represented at all working groups.
8. To take part in performance management and to act as a reviewer for staff as appropriate.
9. To encourage staff to take on responsibilities within the department and negotiate these with them.
10. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover work within the department liaising with the Cover Supervisors / covering staff.

## **PUPILS**

1. To take overall responsibility for monitoring pupil progress and discipline, liaising with year and form tutors, the Head of Faculty, SENDCO and SLT over these matters. To reward achievement wherever possible, in keeping with school policy and to ensure that the school's behaviour policy is implemented in the department so that learning can take place in a positive working environment.
2. To ensure pupil progress is monitored, recorded and assessed, within the framework of the School's Assessment Policy.
3. To encourage pupils to take part in activities which enhance the normal curriculum.

## **CURRICULUM**

1. To ensure curriculum intent, syllabuses, schemes of work, marking policies and assessment are produced and reviewed against the relevant specification annually for H&SC and are available for inspection by any interested parties.
2. To ensure that suitable work is provided for all levels of ability and that guidance is available on classroom management, with a variety of teaching and learning methodology being adopted within the lessons of the department, with common standards of practice.
3. To ensure that cross-curricular themes and dimensions are incorporated into the work of departments within the department, in particular ICT, Literacy, Numeracy, and Citizenship / Enterprise Education.
4. To establish an ongoing review and evaluation of the work of the department.
5. To monitor the quality of marking and feedback, the setting of regular homework and the display of pupils' work.

## **QUALITY ASSURANCE**

1. To ensure that targets are set within the department and to work towards their achievement, in keeping with school development plan, whole school targets and addressing issues arising from performance data.
2. To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria on an annual basis.
3. To seek/implement modification and improvement where required.

## **MANAGEMENT INFORMATION**

1. To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system, in conjunction with the Data Manager.
2. To make use of analysis and evaluate performance data provided, taking appropriate action on issues arising from these and producing reports within the data analysis cycle for H&SC.
3. To provide the Head of Faculty, the Governing Body and SLT with relevant information relating to the departmental performance and development.

## **RESOURCES**

1. To monitor and support the administration of the department budget and the ordering of stock and equipment.
2. To ensure the effective use of resources.
3. To ensure an up to date inventory of items of equipment is kept and that all equipment is stored securely and maintained in working order.
4. To ensure that all staff in the department are aware of Health and Safety procedures and to liaise with the Health & Safety Officer and Site Manager when appropriate.
5. To liaise with the Site Manager over the general appearance of the rooms within the department and to ensure a high standard of tidiness.

## **COMMUNITY**

1. To support the work of the school in:
  - Maintaining effective links with local feeder schools and to take part in a programme of primary school liaison as appropriate.
  - Establishing and maintaining meaningful links with local business, industry and the community.

- Supporting the work of the Careers Advisors for careers relating to H&SC.
2. To communicate with parents, Governors and advisers whenever the need arises taking part in liaison activities such as Open Night and Parents' Evenings.
  3. To help promote the school, through the work of the Department and Faculty.

**OTHER DUTIES**

1. To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
2. To act as Form Tutor.
3. To carry out such other duties as may be directed by the Head Teacher.
4. To contribute to the teaching of any other subject(s) as directed by the Headteacher.
5. To be responsible to the Head of Faculty.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
HEADTEACHER

Signed \_\_\_\_\_ Date \_\_\_\_\_  
HEAD OF HEALTH & SOCIAL CARE