



## Job Description Head of Irish

### 1. INTRODUCTION:

<b>1.1</b>	<b>Post Title:</b>  <b>Teaching Allowance:</b>  <b>Effective From:</b>	Head of Irish  1 Teaching Allowance  Start of Academic Year 2019 - 2020
<b>1.2</b>	<b>Post Purpose:</b>	<p>Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current Teachers' Pay and Conditions document.</p> <p>To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</p> <p>To be accountable for student progress and development within the subject area.</p> <p>To develop and enhance the teaching practice of others.</p> <p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.</p> <p>To be accountable for leading, managing and developing the subject/curriculum area.</p> <p>To effectively manage and deploy teaching/support staff, financial and physical resources within the department.</p>
<b>1.3</b>	<b>Reporting to:</b>	Curriculum VP.
<b>1.4</b>	<b>Responsible for:</b>	Teaching staff and other specified personnel within the department.
<b>1.5</b>	<b>Liaising with:</b>	Principal, Senior Leadership Team, other Heads of Departments, relevant staff with cross-school responsibilities, relevant support staff, EA representatives, external agencies and parents.

### 2. TEACHING:

2.1		To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
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**3. OPERATIONAL / STRATEGIC PLANNING:**

3.1		To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
3.2		To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
3.3		To monitor actively and follow up student progress.
3.4		To implement school policies and procedures e.g. Health & Safety.
3.5		To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
3.6		To lead and manage the planning function of the department and to ensure that the planning activities of the department reflect the needs of students within the subject area and objectives of the school.
3.7		In conjunction with the ICT Co-ordinator to foster and oversee the application of I.C.T., including the development of materials.
3.8		To ensure that Health and Safety policies, including Risk Assessments, throughout the Department are in-line with national requirements and are updated when necessary, therefore liaising with the school's Health and Safety Manager.

**4. CURRICULUM PROVISION:**

4.1		To liaise with the Curriculum Vice-Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
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**5. CURRICULUM DEVELOPMENT:**

5.1		To lead curriculum development for the whole department.
5.2		To keep up-to-date with national developments in the subject area and teaching practice and methodology.
5.3		To monitor actively and respond to curriculum development and initiatives.
5.4		To liaise with the Curriculum VP to maintain accreditation with the relevant examination and validating bodies.

5.5		To lead curriculum development in relation to your subject area.
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## **6. STAFFING:**

6.1		To work with the Curriculum VP to ensure that staff development needs are identified; that appropriate programmes are designed to meet such needs and that their impact is evaluated.
6.2		To continue own professional development as agreed with SLT.
6.3		To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
6.4		To undertake P.R.S.D. and to act as reviewer for a group of staff within the designated department.
6.5		To make appropriate arrangements for classes when staff are absent, ensuring the provision of work.
6.6		To participate in the appointment process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
6.7		To promote teamwork and to motivate staff to ensure effective working relations.

## **7. QUALITY ASSURANCE:**

7.1		To establish the process of the setting of targets within the department and to work towards their achievement.
7.2		To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
7.3		To contribute to the school procedures for lesson observation and monitoring of student workbooks.
7.4		To implement school quality procedures and to ensure adherence to those within the department.
7.5		To monitor and evaluate the department in line with agreed school procedures including evaluation and performance criteria.
7.6		To seek/implement modification and improvement where required.
7.7		To assist in the process of reviewing the provision of support classes and materials for Languages.

**8. MANAGEMENT INFORMATION:**

8.1		To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
8.2		To make use of analysis and evaluate performance data provided.
8.3		To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
8.4		To work with SLT for efficient entry of students to examinations.
8.5		To produce reports for the department.
8.6		To produce reports on examination performance, including the use of value-added data, and present such reports to the SLT and/or the Board of Governors, as required.
8.7		In conjunction with SLT to manage the Department's collection of data.
8.8		To provide the Board of Governors with relevant information relating to the Departmental performance and development.

**9. COMMUNICATIONS & LIAISON:**

9.1		To ensure that all members of the department are familiar with its aims and objectives.
9.2		To ensure effective communication/consultation as appropriate with the parents of students.
9.3		To liaise with partner schools, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
9.4		To represent the department's views and interests.
9.5		To contribute to the planning and delivery of school liaison activities.
9.6		To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
9.7		To promote actively the development of effective subject links with external agencies.

**10. MANAGEMENT OF RESOURCES:**

10.1		To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
10.2		To work with the Curriculum VP in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

**11. PASTORAL SYSTEM:**

11.1		To monitor and support the overall progress and development of students within the department.
11.2		To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
11.3		To act as a Form Teacher and to carry out the duties associated with that role as outlined in the generic job description.
11.4		To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

**12. SCHOOL ETHOS:**

12.1		To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
12.2		Promote actively the school's policies.
12.3		Comply with the school's health and safety policy and undertake risk assessments as appropriate.

**13. GENERAL DUTIES:**

13.1		To undertake the professional duties of a teacher as outlined in the Teachers' Pay and Conditions Document.
13.2		To work in accordance with the school's policies and procedures.
13.3		To ensure that all activities are carried out in accordance with Equal Opportunities legislation.

13.4		To undertake any other duties which are reasonably assigned to you commensurate with the level of the post.

**REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**14. SIGNATURES:**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed: \_\_\_\_\_  
(Teacher)

Signed: \_\_\_\_\_  
(Principal)

Dated: \_\_\_\_\_  
(Teacher)

Dated: \_\_\_\_\_  
(Principal)