



Job Description – Head of Department

Responsible to – SLT Line Manager

Key Features

Heads of Department will develop their Department in accordance with the values and aims of the School.

They will have a major teaching commitment and will be asked to act as Form Tutors.

The School subscribes to the Teachers' Standards and colleagues' performance is assessed in this context.

Heads of Department will have many responsibilities in common and a generic job description is given below. The list is prescriptive but not finite. Heads of Department are responsible to a designated member of the Senior Leadership Team.

Monitoring Quality of Teaching and Learning

- Responsibility for the quality of teaching, learning and assessment in the department and ensuring that it meets the needs of all learners.
- Responsibility for the development of appropriate syllabi, schemes of work and teaching materials including differentiated materials for differing levels of ability.
- Monitoring and evaluating standards of achievement within the Department.
- Advising the SLT line manager on the assessment and recording of pupils' progress in the Department.
- Responsibility for the work, welfare and professional development of teaching and support staff within the Department.
- Checking that work has been set for the classes of absent colleagues, and if not, setting it.
- Responsibility for ensuring the moderation of examination work.
- Responsibility for ensuring that homework is set regularly in accordance with the homework policy and timetable.
- Responsibility for ensuring that books and work are marked on a regular basis by Department staff.
- Liaising with Directors of Year to raise the academic attainment and progress of individual or groups of pupils.
- Assisting and supporting non-specialist teachers in the delivery of the subject.
- Keeping abreast of any local or National developments which affect the delivery of the subject and advising the SLT line manager of any relevant implications for teaching, resourcing or training.

Leadership and Management

- To motivate staff in the development of the subject curriculum.
- Providing Professional Leadership and Management for a subject to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- Ensuring that all School Policies are known and implemented by all staff working in that Department.
- Inducting new staff and NQT's into the requirements of teaching the subject.

- Ensuring that all subject staff are aware of their responsibilities with regards to the SEN Code of Practice.
- Responsibility for the conduct and behaviour of pupils within the Department and to support staff in matters of classroom discipline. To ensure that the School referral procedures are adhered to and ensure parental contact on discipline issues.
- If required, to carry out the role and responsibilities of Team Leader as described in the Performance Management Policy.

Review and Development

- Complete all documentation (DSEF / DIP / Monitoring Log / Behaviour Log) as determined by line-manager / School evaluation process
- Identify key priorities for development.
- Compile strategic plans to ensure progress towards Department priorities.
- Identify strategies to improve standards of achievement.
- Encourage the development of extra curricular opportunities eg., speakers, visits, extra lessons.
- Conduct appropriate monitoring of pupils' work.
- Provide a professional lead to colleagues in relation to the Teachers' Standards

Administration

- Ensure that appropriate communication is made to parents – praise, postcards, concern letters.
- Ensure necessary planning and administration for public and internal examinations.
- Producing the Department's Development Plan and the Department Handbook and completing all self-evaluation documentation.
- Attending meetings with their line manager and organising agenda setting and minuting of regular meetings with all staff who teach the subject.
- Responsibility for the care of the Department's teaching bases and stock rooms, immediate environs, equipment and materials. Reporting any cleaning or caretaking issues to the Estates department.
- Knowledge of and responsibility for, the Health and Safety regulations pertinent to the subject, Department's teaching bases and immediate environs.
- Informing the Estates department / SLT line manager of any repairs required and any Health and Safety issues.
- Monitoring and controlling the storage and use of teaching materials, books and equipment related to the Department.
- Accounting for the spending of monies allocated to the Department and production of bids for funds where appropriate.
- Assist in the allocation of pupils to academic groupings.
- Liaising with Directors of Year / Pastoral Managers where there is a pastoral problem or concern with individual pupils.
- Representing the Department at appropriate internal meetings and representing the School and subject at appropriate external meetings.

General Duties

- To be part of a duty team, under the direction of the team leader, carrying out supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents relative to the duties described above.

Note

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.