

JOB DESCRIPTION

POST: HEAD OF DEPARTMENT

I. PRINCIPAL RESPONSIBILITIES

The Head of Department is responsible for leading the development and overseeing day-to-day management of the subject area in the school. He or she is a role model with high expectations and is expected to foster a lively and enthusiastic atmosphere within the department for both pupils and staff, ensuring that colleagues work as a team with a shared purpose and that each pupil is positively encouraged to develop her potential to the full.

Main areas of responsibilities and accountability:

a. High Standards of Teaching and Learning

- Planning, implementing and reviewing an appropriate curriculum within the framework of the National Curriculum and statutory requirements which is broad balanced, relevant and differentiated and incorporating any whole school policies and cross curricular areas.
- Embodiment of curriculum content in a full scheme of work. Any scheme should also include details of departmental policies on such matters as methodology, marking and assessment, reporting, homework, etc.
- Organisation of teaching groups throughout the school
- Developing effective teaching and learning approaches within the subject by development and selection of suitable materials to meet the needs of all pupils and by advising on classroom management appropriate to the relevant subject matter and to the pupils.
- Educational enhancement (e.g. visits, workshops, use of subject mentors)
- Monitoring and evaluating standards through lesson observation and use of data analysis, especially comparative data in relation to pupil outcomes at the end of each Key Stage.
- Supporting, and being accountable for, student progress and development.

b. Personnel

- Participation in the selection of new staff
- Supporting, guiding and motivating team members, including support staff (may include advice on threshold, upper pay spine, references, promotion, induction, ITT)
- Developing and enhancing the teaching practice of self and others by encouraging members of the department to keep up to date with national developments in subject areas (including methodology, research and inspection findings), and undertaking (and at times leading) in-service work as may be appropriate. Teaching and learning should be a standard item at departmental meetings.
- Devising a suitable responsibility structure within the Department and delegating appropriately.
- Communicating effectively so that Senior Staff are kept informed about all relevant issues; representing the views of members of department at, and reporting back from, all areas of consultation; liaising with other departments and coordinators.
- Performance managing up to four team members (and negotiating challenging and developmental objectives).
- Maintaining a Department handbook detailing departmental policies and practices

c. Resources

- Effective deployment of staff
- Development of appropriate ICT resources to support learning, including a departmental area on *Frontier*
 - Keeping departmental information up-to-date on the school website
- Accommodation – maintaining an ambience conducive to learning
- Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the School's Health and Safety Policy. This includes responsibility for risk assessment, the maintenance of a safe working environment and safe practice within the department
- Control of Department expenditure allowance, seeking value for money, and oversight of usage, storage of and security for equipment and software.
- Devising and maintaining accurate and up to date departmental records.

• School Level

- Contribution to development of school policy (e.g. on spiritual, moral, social and outward development of pupils; ICT)
- Supporting school ethos and policies
- Submission of an annual report for inclusion in the SIP, as part of the process of self evaluation, outlining the strategic direction and development of the subject area as appropriate
- Provision of appropriately presented information to governors, parents and colleagues about the work of the Department and the progress of pupils.
- Promotion of effective subject links with partner schools, the community and with external agencies as appropriate.

II. ADDITIONAL SPECIFIC RESPONSIBILITIES

- Being a Form Tutor and carrying out related duties in accordance with the general job description of Form Tutor

III. GENERAL DUTIES

- To carry out a share of supervisory duties in accordance with published schedules.
- To participate in appropriate meetings with governors, colleagues and parents relative to the above duties.

All school staff should familiarise themselves with the expectations outlined in the Staff Code of Conduct (SP02.11)

This job description may be amended at any time after consultation.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.