

## Job Description

**Position:** Head of Department

### Duties & Responsibilities

#### Curriculum

- Ensuring that lesson planning and delivery across the department
  - challenges the most able pupils (GMAT),
  - supports pupils with special educational needs (SEND),
  - provides resources for encouraging the development of subject specific language for EAL learners,
  - encourages independent thinking,
  - makes appropriate use of ICT;
- Planning, implementing and reviewing the subject curriculum including Schemes of Work and resources;
- Liaising with the Director of Studies on all matters concerned with the timetable (including allocation of staff), curriculum and results including value added data.
- Liaising with other Departments/Subjects in the School;
- Taking responsibility for ensuring that co-curricular activities and trips are organised and run by the department as appropriate;
- Staying at the forefront of developments in the subject and education and encouraging innovation in and beyond the classroom;
- Coordinating future development of subject(s) within the Subject;

#### Assessment and reporting

- Ensuring that assessment is both regular and thorough and in line with the School's Marking Policy. Full records of work done by teachers of the Subject and pupils must be kept;
- Arranging for the preparation of examinations and other assessments and revision material throughout the academic year;
- Organising GCSE, A-Level and other examination entries with the Examinations Officer (where appropriate);
- Preparation of admissions papers in the Subject as needed;
- To be available on Results Days to assist with any results-based queries.
- To ensure that any scholars taking the Subject are supported and monitored with enhanced opportunities, that reports are written for them as needed and that there is close liaison with the Head of Inclusions and the Director of Studies on all aspects of their provision.

### Quality Assurance

- Monitoring the quality of achievement of pupil work such as through sampling student work and work scrutiny and lesson observations;
- Monitoring the quality and consistency of teaching within the department;
- Ensuring the Subject rooms present are clean, tidy, well presented and are a stimulating learning environment;

### Staffing

- Supporting Subject staff in maintaining high standards of discipline, courtesy and appearance among the pupils, while promoting their welfare, safety and happiness (through role modelling as well as intervention and sanction escalation);
- Assisting with the appointment of new staff as required;
- Organising setting and teaching arrangements within the Subject, including staff appointments and cover allocations for long term absences (under direction of the Director of Studies);
- Carrying out appraisals of staff members in the department as needed;
- Line manage other teachers of the Subject, and Support Staff, if applicable, including motivation, support, development, monitoring, appraisal, CPD and training;
- To contribute to capability, disciplinary and grievance procedures where necessary;
- To follow up, as needed, in a timely manner on any complaints related to teachers of the Subject;
- Supervision of Probationary/NQT/peripatetic teachers, supported by the Director of Studies.

### General

- Representing the Subject in all matters within the School related to the curriculum within Head of Department/Heads of Subject and full staff meetings;
- Working with other professional networks to promote and develop the subject;
- Holding and keeping records of regular Subject meetings, when applicable;
- Preparing Subject Development Plan in line with School Development Plan and successfully implementing and reviewing it;
- Overseeing all aspects of Health and Safety of pupils and staff;
- Meeting with the Director of Studies on all aspects of results and the department's academic performance;
- Preparing and updating Subject Handbook, Schemes of Work, Teams and subject channels, HE advice, entries for handbooks/options choice guidance, etc.;
- Implementing the School's policies, upholding the vision and values and promoting the School Development Plan; contributing to the review, development and management of activities relating to the work of the School as a whole;
- Preparation of the Subject's annual budget and any review of it as needed and to ensure that spending is monitored;
- To be on the Teachers' Association Academic Committee.

- Ordering and allocating equipment and materials as appropriate and keeping within agreed budgets;
- Ensuring that the stock, equipment and all resources allocated to the Subject are well cared for and economically used.

Within these specific responsibilities, the Head of Department is expected to foster a lively and enthusiastic atmosphere for the Subject for both pupils and staff. In addition a Head of Department is expected to fulfil the requirements of the teacher's job description.

***Non limiting clause***

*This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.*