

## **JOB DESCRIPTION**

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position/Job Title</b>	Head of Department
<b>Classification</b>	Academic
<b>Reporting to</b>	Senior School Vice Principals and Assistant Heads
<b>Duties and Responsibilities</b>	<p>To promote outstanding teaching in the department that promotes a high level of subject knowledge that inspires and will enthuse students.</p> <p>To hold management and leadership responsibilities for teaching staff working within the subject team; creating a positive culture in the whole department; to be an enthusiastic role-model with a passion for their subject and to be accountable for student progress and achievement within the subject area.</p> <p><b>Main areas of responsibility:</b></p> <ol style="list-style-type: none"><li>1. Undertake day-to day management, operation and control of delegated area of provision within the subject</li><li>2. Ensure appropriate schemes of work are in place in the subject area of the curriculum: that they are reviewed and revised annually and that they are made available to all team members</li><li>3. Ensure a comprehensive subject handbook is in place; that it is reviewed and revised annually, that it is made available to all team members</li><li>4. Ensure structures and systems are in place to enable effective monitoring of student progress on an individual or group basis (e.g. by teaching group, gender, etc.</li><li>5. Ensure school's assessment framework is adhered to by the subject team</li><li>6. Ensure effective management and deployment of financial, physical and human resources</li><li>7. Ensure the subject team's teaching and support commitments are effectively timetabled and roomed, in liaison with the person responsible for constructing the whole school timetable</li></ol>

8. Ensure systems are in place for effective communication and consultation with staff, students and parents
9. Represent the subject team at appropriate meetings e.g. Curriculum Committee, Heads of Department
10. Attend regular line management meetings with the linked ST member
11. Ensure appropriate arrangements are in place to cover for absent staff, including setting appropriate cover work if necessary
12. Participate in the recruitment process for staff to join the subject team if appropriate
13. Contribute and lead regular department meetings with teaching and learning as a standard agenda item
14. Provide agendas and minutes of these meetings to all members of the subject team, and to the Assistant Head linked to their faculty.
15. Create a departmental development plan that mirrors the whole school development plan
16. Ensure appropriate monitoring activities are undertaken through regular lesson observations (at least one per teacher per term), and through scrutiny of students' work, including homework, and teachers' planning, marking and assessment and in line with whole school monitoring policies
17. Through monitoring of assessment data, ensure appropriate targets for progress and attainment are set; that attainment is appropriate for specific groups of students, particularly EAL; identify areas of actual or potential underachievement and implement appropriate strategies to address these
18. Undertake formal appraisal reviews of members of the subject team in accordance with the published schedule
19. Establish effective and efficient working practices to support the development of increasingly effective teaching and learning within the team
20. Promote teamwork within the subject team and motivate staff to ensure effective working relationships
21. Ensure quality assurance processes and practices meet the requirements of self-evaluation and development planning
22. Ensure behaviour management policies and procedures are implemented to enable effective learning to take place
23. Ensure appropriate and effective induction of teaching staff new to the subject team
24. Ensure appropriate measures are in place to coach, mentor, support and guide new teachers to the department
25. Ensure issues identified through the quality assurance and performance management processes are effectively addressed for all team members, including participation in formal procedures where appropriate
26. Monitor and support the overall progress and development of students within the subject area, ensuring appropriate mentoring is undertaken as necessary
27. Lead curriculum development for the subject area, with regular reviews of curriculum effectiveness
28. Ensure the departmental review and the subject improvement plan are completed annually and reviewed continuously
29. Keep up-to-date with current developments affecting teaching and learning across the subject
30. Contribute to the whole school professional development and lecture programme as appropriate

	<b>Safeguarding</b> 1. Abide by the school safeguarding policy and keep abreast of any changes
<b>Last JD Review</b>	October 2015