

## Job Description – Head of Department Biology or Physics

Responsible to	Head of Faculty
Pay scale	Main Pay Scale + TLR
Terms and Conditions	Full time

### Purpose of job

- Lead and inspire the department to provide the best possible education for girls
- Represent the department at whole school level; putting into action the school's vision and values
- Create a cohesive and identifiable ethos for the department

### Main duties and responsibilities

- Make department curriculum decisions based on changes and developments nationally and what is best for our students
- Support and develop staff in the department to ensure their wellbeing and their professional training
- Be responsible for staff allocation and timetabling as well as recruitment and retention
- Evaluate data and use it for monitoring and tracking student progress
- Act upon conclusions drawn from data across all groups of students, including intervention strategies where necessary
- Plan and run department meetings, attend and contribute to whole school Head of Department meetings and attend Head of Department/Head of Faculty meetings according to the school calendar. Subsequently to communicate with department staff the discussions at these meetings.
- Run appraisals according to the school procedure to enable staff to progress and develop
- Lead self- evaluation for the department through subject reviews and documentation
- Lead by example; support and adhere to school policies
- Foster a love for the subject and encourage student retention
- Communicate key decisions with and the Head of Faculty and support their vision for the Faculty
- Undertake the duties and responsibilities outlined for all teaching staff

## General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
4. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
6. To participate in the School's performance management process.
7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
8. To undertake training and development relevant to the post.

## Person Specification – Head of Department

<b>Qualifications</b>	Degree in the relevant subject Qualified Teaching Status
<b>Experience</b>	Ability to teach across all Key Stages, including A level CPD which shows a commitment to personal, professional development and leadership skills
<b>Knowledge, Skills and Personal Qualities</b>	Proven organisational skills including time management and forward planning Passion for the subject Evidence of inspirational and outstanding teaching Understanding of the use of data for tracking and monitoring