

COLFE'S SCHOOL

Generic Job Description for a Head of Department at Colfe's School

The role of the Head of Department is to lead the development of the subject throughout the school. It is expected that Heads of Department will lead by example.

In general, he or she should endeavour to create a department in which:

- all pupils are able to progress in relevant knowledge, understanding, skills of synthesis, analysis and evaluation and other aspects relevant to the subject;
- all members of staff feel valued and encouraged to do their jobs to the best of their abilities, taking into account the diversity of staff employed;
- the administration/organisation of the department is such that it operates effectively, efficiently and safely in support of teaching and learning.

The role involves the following responsibilities:

General leadership and management responsibilities

- To advise the Headmaster and the Director of Studies on the future development of education in the subject at Colfe's;
- To liaise closely with the Director of Studies on key requirements for the successful learning and teaching of the subject, including matters relating to assessment;
- To take responsibility for the implementation of school policies within the department;
- To draw up annual budget proposals for the Bursar and Director of Studies to meet the maintenance needs and development priorities of the department and to ensure the agreed budget is effectively monitored and spent;
- To ensure that policies and practices adopted by the department accord with the School's aims and whole school policies;
- To develop and refine long- and short-term development plans for the department and evaluate the implementation;
- To hold regular meetings with members of the Department which are focused on improvement of teaching and learning and on development more generally;
- To oversee the department's assessment and reporting, in accordance with school policy;
- To provide guidance and support on teaching and learning strategies to members of the departmental team;
- To manage the use of departmental classroom accommodation to create an effective, stimulating and safe environment for teaching and learning;
- To represent the subject in various school forums as requested, including Heads of Department and the Governing Body;
- To participate in any marketing initiatives as required;
- To ensure the effective and efficient administration/organisation of the department.

Curriculum

- To keep up to date in subject knowledge and with developments in the subject;
- To continue the development of schemes of work that enthuse and interest pupils whilst building solid ability, knowledge and understanding;
- To ensure curriculum coverage is based on high expectations and sound progression;
- To ensure the curriculum contributes appropriately to cross-curricular areas such as literacy, numeracy and ICT and to the social, moral, spiritual and cultural education of pupils;
- To develop resources in the department, including the use of ICT and other media in teaching and learning;
- To oversee the preparation of candidates for top universities, including Oxford and Cambridge

Teaching and Learning

- To ensure that teaching and learning in the department meets the needs of all pupils – in particular to ensure that the able are stretched and the less able supported;
- To ensure that teaching at GCSE and AS/A-level as a minimum meets the requirements of the examination specifications;
- To promote and support best practice in all aspects of teaching and learning and to celebrate excellent work by pupils and staff;
- To support staff on issues concerning pupil poor behaviour and/or unsatisfactory work;
- To monitor and evaluate pupil progress in the subject;
- To develop the analysis of departmental assessments, examination results and reports, MidYIS, YELLIS, ALIS and other data to inform teaching and learning practices in the department;
- To monitor and evaluate standards of achievement and the quality of teaching in the Department through lesson observation, examining pupils' work, monitoring teachers' planning and assessment and other appropriate means;
- To lead the development of the subject by:
 - Using monitoring evidence to plan for future improvement
 - Setting appropriately high expectations
 - Inculcating the study skills appropriate to the subject
 - Developing approaches which ensure assessment fosters learning
 - Refining strategies employed for pupils in danger of under-achieving
 - Further developing the profile of the subject at all levels of the school, both inside and outside the classroom.

Staff

To work with members of the Department to:

- Develop appropriate strategies for the professional development of all members of the department;
- Provide colleagues with support in the adoption of new strategies/approaches in order to secure best teaching practice;
- Mentor Newly Qualified Teachers