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**Head of Department**

Heads of Department are responsible to the Principal for:

1. **Ensuring high-quality teaching and assessment across the department** by:

a. **setting the team an example of excellence** in terms of planning, teaching, assessment, display and student behaviour

b. ensuring that **schemes of work and assessments** are regularly updated in the light of changing specifications so that they support and inform the planning of all members of the department

c. **monitoring, evaluating and developing the quality of teaching** within the department via regular lesson drop-ins, work scrutinies, formative feedback, and departmental discussions about teaching and learning, including the sharing of good practice

2. **Securing the best possible academic and personal outcomes of all students within the department** by:

a. establishing a programme of **regular and accurate assessment** that produces meaningful information for teachers, students and parents, including the setting of internal examinations and managing entries for public examinations

b. ensuring that **appropriate and decisive action** is taken by teachers **in the light of assessment data** with the aim of narrowing any learning gaps and maximising student progress

c. establishing **a positive climate for learning** where students are safe, well behaved, can develop their levels of personal responsibility and are given opportunities for servant-hearted leadership, intervening to support staff whose own disciplinary measures have not secured the required improvement with a student or group of students

3. **The strategic development and promotion of the department** by:

a. ensuring that **departmental documentation**, including the development plan, reflects the values and ethos of the Academy and is up to date, that minuted meetings take place, the budget is efficiently managed, and that Academy-wide policies and procedures are implemented by all members of the team

b. ensuring that the **induction and training of staff** is effective, appraising designated staff within the department and directing and monitoring the work of any members of the department with additional responsibilities, e.g. Key Stage Coordinator

c. keeping the Senior Leadership Group informed of subject developments, progress and initiatives within the Academy and in the world of education in general and **informing and enthusing the students** and their parents as to **the value of the subject**, including

its relevance to the outside world and possible avenues for future study.