

Head of Department - Job Description

The primary role of the Head of Department (HoD) is to develop effective teaching and learning in their subject, so that all students and members of their team can achieve their personal best. Secondly, they are responsible for managing the administration of their subject, in terms of curriculum, assessment, examinations and department documentation.

The HoD reports to the Assistant Head Curriculum. The HoDs meet once per half term to discuss and implement school and department-wide strategies for improving teaching and learning throughout the school, unless otherwise requested by the Head or Assistant Head.

Departmental meetings must be timetabled at least once every three to four weeks. The bulk of that department time should be spent on developing the teaching and learning, in terms of sharing best practice, moderating written work, sharing feedback from assessments, and tracking the progress of the students. A minimum time possible should be taken up with discussing administration. It is the HoD's responsibility to personally fulfil, as well as delegate, jobs as appropriate to be done outside of meetings. Agendas must be properly prepared and minutes made available to all department members and promptly emailed to the Assistant Head Curriculum.

1) Lead the teaching and learning in the department

- Hold regular departmental meetings to facilitate discussions within the team where teaching and learning best practice is discussed. Ideas and resources should be regularly shared. An up-to-date pooled set of resources and teaching ideas must be kept on the school system in a shared folder. The HoD should ensure that this resource is appropriate, organised and up to date.
- Review and revise the curriculum for their subject to cater for the needs and abilities of students and teachers in their department. Liaise and advise colleagues to ensure that there is a continuity of curriculum through the Key stage 3 age range. Any decisions should be made in consultation with the staff to create a unified sense of purpose within the department. SOWs should be created collaboratively, be constantly evolving, and approved by the HoD.
- Liaise with the Junior Department to ensure that the course content in Years 5 and 6 is appropriately linear, providing smooth continuity and progression through all key stages.
- Lead and monitor a departmental marking policy that is consistent amongst the team, and understood by the students. This can take the form of book/folder pulls. Work should be marked in accordance with the College policy.
- Monitor the quality of teaching and learning in the department via discussion of teaching strategies, reviewing of lesson planning, lesson observations.
- Set and monitor challenge grades and academic progress for all pupils taught in the department. Students for concern should be tracked through the year, and strategies implemented to support those who are not satisfactorily accessing the curriculum.

- Enrich the learning to foster the academic ethos throughout the school. This may include organising events such as extracurricular visits, creating societies, foreign exchanges, field trips, etc. This also includes helping to prepare pupils for interviews and examinations beyond GCSE, by meeting with individuals outside of class. The HoD does not have to run these sessions, but must be in charge of ensuring that regular meetings between subject specialists and students take place. Enrichment might also involve liaising with the Assistant Head Curriculum regarding the extension and enrichment of 'gifted and talented' pupils. HoDs should discuss with their department how the brightest and best students' learning can be stretched so that there is no ceiling on achievement.
- Identify the professional development needs of staff in the department and liaise with the Assistant Head Curriculum to ensure that necessary staff training is identified and implemented. This might also include delegating individual responsibilities to them, as well as helping with appraisal arrangements.
- Subject mentor and train any PGCE/QTS assessment only/NQT/UQT teachers in the department.
- Communicate with the SENCO and Examinations Officer to ensure that all extra learning needs are being addressed in and outside of the classroom. This information should be communicated with the rest of the department to discuss how to improve differentiation strategies.

2) *Represent the department in a leadership capacity*

- Represent the department in all matters within the School including attendance at HoDs' meetings;
- Be present on GCSE results, unless headmaster's permission is granted, from 8am in order to liaise with parents and pupils and subsequently process potential remarks, clerical checks and challenges to the boards, as deemed appropriate and necessary on the day, working closely with Dr McCarthy who will centralise and record the process.
- Ensure the smooth running, departmentally, of parents' evenings and options evenings and that departmental representation is adequate.
- Be in communication with parents when necessary to monitor the learning of individual students.

3) *Manage the effective administration of the department*

- Fulfil any examination and assessment administration including external exam and coursework entry forms.
- Organise the setting and marking of internal exams.
- Contribute subject specific information to the GCSE options booklets.
- Produce a Departmental Handbook which includes an up-to-date Programme of Study and Schemes of Work. This will take account of, where appropriate, the requirements of the National Curriculum at

Key Stage 4. They are responsible for the SOW although departmental colleagues may contribute to them as directed by the HoD. The HoD should make sure that it is collated appropriately.

- Produce an annual report and a development plan with specific reference to examination results as part of the annual departmental review process.
- Liaise with other departments, pupils and the Assistant Head Curriculum on all matters concerned with the timetable, curriculum and setting arrangements.
- Liaise with department staff, parents, tutors, library staff and the relevant Assistant Head as required.
- Supervise the work of support staff and monitor items relating to the safety of pupils and staff.
- Ensure that the departmental stock and equipment is well cared for and economically used. Keep the department within its budget, advising of equipment requirements and producing annual accounts to the General Manager where necessary.

Please note that for part-time Heads of Department all the above responsibilities apply though the execution of them will be seen in context of the terms and conditions for each head of department and discussed with Dr McCarthy where problems arise.