



## **Job Description: Head of Department**

### **Purpose**

The Head of Department will play a leading role in the school to promote a strong professional culture based on inter-disciplinary teamwork and lively professional dialogue.

S/he will provide professional leadership and management for the subject area to ensure that:

<b>Name of Post Holder:</b>	
<b>Department:</b>	
<b>Date of commencement:</b>	

- Department members work effectively as a team
- Provision in the department is of excellent quality and resources are used effectively
- Standards of learning and achievement are high and the department is continually seeking to improve these standards,
- Creativity and innovation figure prominently in the department's approach to teaching and learning.
- S/he will play a key part in the bi-directional communication between the Faculty Leader and subject teachers.

### **Expectations**

As a leading professional in education, the Head of Department should be able to demonstrate that he/she is an effective leader, teacher and manager who challenges and supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of students' learning

### **Line management responsibilities**

The Head of Department is responsible to the Faculty Leader and Deputy Head for:

- Leading learning within the department
- Overseeing the management and development of the curriculum within the department
- Representing the department to the Faculty Leader
- Communicating decisions made by the FL, SLT or ALT to the department
- The creation of an innovative department-based approach to learning
- Monitoring and continually improving the quality of teaching and learning throughout the department
- The introduction of new and innovative approaches to teaching and learning
- Leadership and management of the department staff team
- The continuing improvement of department provision
- The Head of Department may be asked to deputise for the Faculty Leader in his/her absence.

The Head of Department will directly manage the staff within her/his department.

### **Main tasks**

#### **TEACHING & LEARNING**

- Provide pedagogic leadership for the department, playing a key part in raising standards of teaching and learning through the excellence of her/his own teaching and by supporting the professional development of her/his colleagues



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Bangkok International Preparatory & Secondary School

Est. 2003

## MANAGEMENT OF STUDENTS' ATTAINMENT AND PROGRESS

- Devise and operate systems for monitoring and improving students' attainment and progress within the department
- Monitor the quality and effectiveness of ARR in the faculty

## MANAGEMENT OF STAFF (Including peripatetic and support staff)

- Create a climate of high quality professional dialogue and collegiality. Constantly striving for improvement and sharing of best practice between teachers, to enrich and enhance the learning process
- Ensure that standards of teaching across the department are at the highest levels
- Play a leading role in the development of the policies required for the school
- Develop, lead, motivate and manage the department's staff team
- Participate where appropriate in the selection and appointment of staff
- Implement policies and procedures for staff development, ensuring that the Bangkok Prep Professional Review system is well used to improve the department's provision, to meet the defined aims of the school improvement plan, and to facilitate the professional development of all members of the department's staff team

## MANAGEMENT OF CURRICULUM

- Devise and implement an enriched, challenging and continually improving curriculum, taking full account of opportunities for curriculum enrichment. Ensuring breadth, balance and relevance to all students, whatever their abilities, aptitudes and needs including the provision for Gifted & Talented and Learning Support
- Review the department's curriculum and its strategic development in the context of the school as a whole
- Research and prepare reports for the Faculty Leader, Deputy Head and/or Head of Primary/Secondary
- Identify and encourage action research within the school to assist with the development of curriculum
- Ensure that all schemes of work are up to date and available

## FINANCIAL MANAGEMENT

- Prepare, present and negotiate the department's annual budget
- Ensure that the department provides good value for money through cost-effective and efficient curriculum delivery
- Contribute to the short, medium and long-term planning processes having regard to financial implications
- Advise the faculty leader to help ensure that the department is adequately resourced
- Prepare and maintain an inventory of books and equipment within the department

## MANAGEMENT OF THE REPRESENTATION OF THE DEPARTMENT WITHIN THE FACULTY AND THE SCHOOL

- Maintain the highest level of student retention and participation
- Ensure that the department maintains a high profile within the faculty
- Ensure that the department is physically 'well presented'

## MANAGEMENT OF THE REPRESENTATION OF THE SCHOOL WITHIN THE COMMUNITY

- Establish, encourage and maintain strong curriculum links with local, regional and international organisations, including employers
- Liaise with parents on department issues
- Promote teaching/learning links with other schools

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the post holder. The performance of the Head of Department in these key responsibility areas is formatively reviewed over the year as part of the school's PM process.



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The Head of Department will normally be expected to teach up to a 70% timetable.

This job description is subject to annual review.

Signed .....

Date .....