**PURPOSE**: Chengelo’s stated purpose is to:

“Educate and train young people to become Witnesses to the Light of

Jesus Christ in Zambia and beyond”

To fulfil this, our Objectives are to:

* Model and encourage building of Christ-like character
* Facilitate development of students’ cognitive and creative capabilities

to achieve their maximum potential

* Cultivate biblical/servant leadership attitudes.
* Enable personal growth through physical activities and social

development (Chengelo Vision Statement summary July 2010)

The Head of Department is to take full responsibility for the running of the Department. This means ensuring the provision of world class education for pupils, with a strong commitment to spiritual, character, and leadership development.

**ACCOUNTABLE TO:** The Deputy Head – Academic

**WORKING RELATIONSHIPS:**

* Working effectively with Deputy Heads, Head of Secondary as well as Head of Sixth Form, Teachers, Tutors and Houseparents.
* The Head of Department will be responsible to the Parents, the Students, and the staff and will need to regularly report and communicate effectively with each group.

**RESPONSIBILITIES:**

1. **SPIRITUAL**

The Head of Department will take the lead in the spiritual life of their department, encouraging pupils and staff to remain Christ centred with a desire to see God actively at work in their lives by the Holy Spirit.

* The Head of Department should actively encourage staff prayer for the Department.
* The Head of Department is expected to be a visible presence and witness in North Church.

1. **LEADERSHIP**

The Head of Department will need to provide dynamic leadership, that drives the Department forwards in a manner that gives Glory to God. They will prayerfully serve in the out workings of the school vision. As a Christian leader, they will need to depend on God’s guidance and His word.

The Head of department will be responsible for

* Providing strategic leadership for the running of the department
* Performing the duties of Teacher (see Job Description of a Teacher) and Head a Department for a particular subject or group of subjects.
* Actively assisting the Head of School in ensuring the good professional practice, standards, and quality of teaching and learning of subject/s through proper dialogue with the class teachers and, under the direction of the Deputy Head – Academic/ Head of Secondary, promotes a healthy process of reciprocal informal observation of class teaching practices;
* Advising and contributing to curriculum development at school
* Co-ordinating the teaching and learning of the subject/s for which one is responsible;
* Setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes;
* Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subjects in the department
* Mentoring other teachers in the subject/level of their speciality;
* Holding and leading regular departmental meetings and ensuring the keeping of minutes;
* Setting academic and behavioural standards for staff and pupils,
* Laying out expectations with parents,
* Co-ordinating and taking responsibility for all departmental programmes including spiritual and extra-curricular activities. Reviewing and advising management about future developments within the academic curriculum.

1. **PUPILS**

The Head of department will;

* Ensure that all pupils are seen as the children of God, precious in his sight.
* Demand ambitious standards for all pupils, so that each pupil is challenged to achieve their personal best; instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
* Oversee the daily, weekly and termly programmes of the department both academic and extracurricular (including duties and responsibilities) by liaison with appropriate staff, especially the Secondary Deputy Head, Examinations Officers, Tutors and House parents.
* Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
* Oversee the Leadership training of students so that students are given opportunities to develop as leaders.
* Ensure that suitable child protection policies are in place and effective.
* Take responsibility for the discipline issues within the department, maintaining high standards, dealing with misdemeanours promptly and in accordance with school policies, and communicating with staff, pupils and parents about disciplinary measures.
* Oversee delivery of the PSME programme in the department.
* Provide information as necessary to Senior Management, including referral of all serious discipline issues to the Secondary Deputy Head.
* Taking assemblies when put on the rota.

1. **STAFF**

The Head of department will

* Ensure good communication. Constantly relating with Deputy Head – Secondary and other relevant members of staff to resolve complex issues affecting the Department
* Encourage ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
* Ensure department staff keep abreast of curriculum developments in the UK and in Zambia.

1. **RESOURCES**

The Head of department will;

* Work with the School Management team to prepare an annual budget for the department and manage expenditure within this budget.
* Take responsibility for ensuring standards are maintained and development work is completed to a high standard.
* Ensuring that the maintenance and upkeep of equipment related to the department regularly carried out;

1. **EXTERNAL RELATIONS**

The Head of department will be a public face of Chengelo Secondary School. They will be need to contribute to Website links, Press releases and marketing, and public relations with all stakeholders and government officials. Team work will be vital to ensure the public message of Chengelo is consistent across all sections of the school. In regards to the ethos, values, vision, or policy of the school all public statements need to be approved by the Principal.