THE ROLE OF THE HEAD OF DEPARTMENT - ENGLISH

###### Teaching and Learning

* To monitor the quality of teaching and learning in the department and to provide advice and support to departmental members.
* To be familiar with the work being done by members of the department, to visit classrooms and to look at students’ work.
* To liaise with the SENCo and EAL teacher regarding students with special educational needs.
* To liaise with Form Tutors, Heads of Year, Housemaster/Housemistress and parents as part of a whole school approach to maximising student performance.
* To organise, where appropriate, a programme of educational visits.

###### Strategic direction and development of the subject

* To determine a suitable choice of syllabus appropriate to the needs of students, in consultation with the Deputy Head Academic.
* To ensure that Schemes of Work exist in all year groups, and that these are regularly reviewed and updated as appropriate.
* To keep up to date with developments within the subject area and communicate this to departmental staff.
* To monitor the transition meetings between the English Second in Department and the appropriate Preparatory School Subject Coordinator so as to ensure continuity and progression within the subject between the Preparatory School and the Senior School.
* To produce, monitor and review an annual Departmental Development Plan in consultation with the Deputy Head Academic.

###### Leading and managing staff

* To ensure that teachers working within the department are aware of and adhere to departmental policy (which reflects school policy).
* To ensure that Schemes of Work are followed by members of the department.
* To monitor the completion of records on students, e.g. Studies Assessments, exam results, UCAS predictions that are entered on the Staff Shared Area, and to ensure that deadlines are met.
* To be involved in the appointment and induction of new staff to the department and to organise a subject mentor for NQTs and PGCE students if applicable.
* To identify and develop skills of subject teachers, including recommendations for staff Inset.
* To participate in the appraisal of teachers within the department, and agreed follow up action.
* To organise departmental representatives to be allocated to and attend working groups as necessary.
* To attend Faculty Meetings and Heads of Department Meetings (or send a representative).
* To ensure that school policies relating to staff and students are implemented in the department.
* To organise departmental meetings, providing an agenda in advance to subject staff and the Senior Deputy Head and distributing minutes to the same.
* To report any maintenance or Health and Safety requirements promptly to the Maintenance Team or the Estates Manager or the Director of Finance, thereby ensuring that within the departmental area, students and staff are able to work in a healthy, safe, clean and tidy environment.
* To ensure that a suitable departmental Health & Safety Policy exists and is followed by members of the department.
* To provide the Examinations Officer with all the information required to facilitate the entry and post-results enquiry processes.
* To produce an examination analysis report after each Public Examination session and a full analysis report on the summer Public Examinations for the Senior Deputy Head.
* To ensure that Entrance Examination papers are marked and appropriate feedback provided.
* To produce reports for Governors as required.

###### Efficient and effective deployment of staff and resources

* To allocate students to sets where appropriate and to allocate classes, ensuring that, as far as possible, departmental colleagues have the opportunity to teach a cross section of ages and abilities.
* To plan, allocate and monitor the departmental budget, including bidding for extra resources for planned future developments.
* To oversee and monitor the department’s contributions to the school’s VLE.
* To monitor and keep accurate and up to date stock books.

###### Areas specific to departments

It is recognised that some Heads of Department will have other responsibilities specific to the department, which should be included after consultation with the Deputy Head Academic.

**To undertake any other duties as reasonably requested by the Headmaster.**