

Job Description – Head of Department

Main areas of responsibility and accountability High standards of teaching and learning

Leadership	<p>The Head of Department will be expected to:</p> <ul style="list-style-type: none"> • Provide a role model for pedagogy/methodology • Monitor and evaluate – including self-evaluation and lesson observation • Use data effectively to raise standards • Create ambience/climate for learning and set high expectations • Ensure delivery of training • Develop learning styles and thinking skills for staff and students
Management	<p>The Head of Department will be expected to ensure quality and consistency of:</p> <ul style="list-style-type: none"> • Marking and assessment • Reporting • Planning, schemes of work • Organisation of teaching • Meeting needs of all pupils (including management of behaviour and its impact on learning) • Educational enhancement (e.g. booster classes, trips/visits)
Performance Management	<p>The Head of Department will be expected to line manage a number of team members in relation to:</p> <ul style="list-style-type: none"> • Totality of performance • Challenging objectives • Development – to reflect school, departmental and individual needs/aspirations • Capability
Knowledge/skills/expertise	<p>The head of department will be confident with:</p> <ul style="list-style-type: none"> • Use of comparative data • Up to date knowledge – subject, national, pedagogy, classroom management, research/inspection findings • Statutory requirements • ICT • Commitment to own development

School Level	<p>The Head of Department will be expected to:</p> <ul style="list-style-type: none"> • Contribute to development of school policy and provide leadership on whole school issues at an appropriate level • Liaise with external agencies • Represent team views, concerns and interests • Support school ethos and policies • Provide strategic direction and development of subject area • Provide accountability to Governors • Support links with parents
Personnel	<p>The Head of Department will be expected to:</p> <ul style="list-style-type: none"> • Participate in selection of new staff • Use good delegation, communication and organisational skills (Team Work) • Support, guide and motivate team members and support staff • Heighten common purpose/shared vision – secure commitment (team buys in) • Chair meetings • Coach • Mentor • Direct TAs/support staff • Contribute to threshold and upper pay spine assessment, references, promotion, induction, ITT
Pupil outcomes	<p>The Head of Department is responsible for raising achievement and monitoring pupil outcomes:</p> <ul style="list-style-type: none"> • Key stage 3 • Key stage 4 • Post 16 • Other examinations/accreditation
Resources	<p>The Head of Department is responsible for:</p> <ul style="list-style-type: none"> • Accommodation – ensuring an ambience conducive to learning • Risk assessment and Health and Safety • Value for money • Effective deployment of staff