### *Head of Department*

The Head of Department has overall responsibility for:

* Leading the Department and ensuring that all colleagues are effectively carrying out their responsibilities as subject teachers.
* Maintaining and reviewing the Department’s schemes of work, and ensuring that it incorporates all relevant requirements of the National Curriculum. Ensuring the Monitoring File is complete and up to date.
* Developing the teaching of the subject, and liaising with advisers and others outside the School to ensure that the Department is aware of the best current practice.
* Using the funding allocated to the Department effectively to maintain and develop the teaching resources available.
* Being aware of the professional needs of colleagues through Performance Management, and, in consultation with the INSET Coordinator, planning and carrying out the annual INSET programme for the Department.
* Ensuring that all administration related to the Department and its work is effectively carried out.
* Providing opportunities for colleagues within the Department to share aspects of the administrative and development tasks of the Head of Department, in line with their interests and professional needs and with the efficient running of the Department.
* Supporting colleagues in preparation, planning and assessment;
* Supporting colleagues in dealing with any difficulties relating to pupils; advising and intervening as necessary, and consulting with Heads of Year.
* Advising the Assistant Head (Curriculum) on the grouping of pupils and the allocation of teaching staff to groups.
* Keeping the Assistant Head (Curriculum) aware of the resource and INSET needs of the Department, and of proposed curriculum development.
* Assisting the Head in the selection of Departmental staff; Supervising the work of any student teachers working within the Department and ensuring that they reach appropriate professional standards.
* The main aim of the Head of Department will be to ensure that the Department is co-operative, happy and a successful working group.
* Ensuring that Performance Management procedures have been properly and fairly observed for team members.
* Making recommendations for progression on the upper pay spine U1 – U3.