



## SHERBORNE QATAR

### Job Description for Head of Subject / Department / Subject Coordinator

**Title:** Head of Subject / Department / Subject Coordinator

**Responsible to:** Deputy Head Academic

#### Purpose of role

- The role of Head of Subject/Department is a school leadership and management role for an identified curriculum subject area/s and is similar in all subjects.
- The Head of Subject/ Department works to raise standards of attainment, by leading improvement in teaching and learning and ensuring good organisation and administrative practises are adopted by all teachers in their subject area.
- The purpose of having a Head of Subject/ Department is to create a focal point of management within a subject department, so that teachers are directly supported in the delivery and organisation of their teaching.

#### Roles and Responsibilities

The Head of Subject/Department should:

- Act as a source of advice, guidance, support and authority to the subject team.
- Work with the Deputy Head Academic to decide the best allocation of classes to teachers.
- Work with the Deputy Head Academic to arrange effective groupings of students in the subject.
- Clearly communicate the responsibilities of all teachers within the subject area.
- Regularly communicate about school systems and procedures as delivered whole school meetings.
- Be responsible for the induction of new teachers and temporary teachers in the subject area.
- Work with SLT in the teacher induction process, by formally observing new staff at least once during their probation period and providing support and guidance on their progress.
- Build strong working relationships within their team to ensure the creation of a productive department.
- Support the professional development of teachers in the subject area, by promoting varied opportunities where appropriate.

- Support teachers within the subject area, by allowing them responsibility and management, whilst overseeing and supporting decisions made (Heads of Subject/Department should meet regularly with their teaching team. Meetings are usually held after pupils go home at the end of the day).
- Liaise with the Deputy Head Academic and Headteacher regarding curriculum and departmental issues that may arise from time to time.
- Coordinate subject schemes of work to meet school requirements, including long, medium and short term plans.
- Ensure that the subject schemes of work provide effective guidance to support good teaching and learning, and pupil progress.
- Ensure subject schemes of work meet, as closely as possible, in an international setting, the requirements of the National Curriculum for England and Wales and the designated syllabi of external examination boards (Pearson Edexcel or Cambridge), whilst supporting and providing opportunities for showcasing links to the schools aim, regarding STEM Education, and Qatari Culture and Values.
- Ensure that all staff follow the subject schemes of work in teaching the subject.
- Ensure that differentiated work is available within the subject area, to enable all students to access the curriculum to the best of their abilities.
- Monitor pupil support needs and liaise with the SENDCO, Support and Intervention Team, the Heads of Year and the Deputy Head Academic concerning any academic/learning issues.
- Monitor student academic progression within the subject area and adjust learning programmes where necessary.
- Ensure cross curricular links are maximised for the benefit of the pupils' learning experience.
- Monitor the delivery of academic teaching within their subject area, ensuring delivery is of a high standard by appropriate means.
- Oversee all academic examinations in the subject area, ensuring they are representative of the curriculum taught and suitable for the year group. These examinations should facilitate progression.
- Monitor assessment within the subject, in-line with the school marking and assessment policies to ensure consistency within the department.
- Ensure that subject rooms, resources, materials and notice boards are well maintained.
- Work with the Deputy Head Academic to organise, invigilate and manage external examinations.
- Ensure Health and Safety regulations and related policies are met within the subject area or are at least reported to appropriate school personnel (usually the Facilities Officer) if the situation is out of her control.
- Manage the subject budgets and prepare orders (working with the Deputy Head Academic).
- Lead subject audits, subject development and subject evaluation.
- Ensure that all school property within the subject is accounted for and in a good state of repair.
- Ensure that subject meetings are held at least once per week and are chaired and recorded appropriately using the schools agreed 'minute format'. Copies of minutes should be shared with the Deputy Head Academic and the Headteacher.

- Advise the Deputy Head Academic and the Headteacher of curriculum changes, subject needs and any issues of concern within the subject area.
- Review and monitor all reports written by specialists within the subject area and keep up to date with initiatives in the UK, Qatar (regarding Al Thanawiyah requirements) and syllabus changes issued by examination boards.
- Work under the direction of the Headteacher on any other matters relating directly to this role which may from time to time occur.

This job description, roles and responsibilities are not exhaustive.

All members of staff are expected to fulfil any reasonable request made by the Headteacher.

### **Safeguarding and Child Protection**

Sherborne Qatar is committed to safeguarding and promoting the welfare of children and this post is exempt from the Rehabilitation of Offenders Act (1974). Applications are subject to appropriate police checks as required. Successful applicants outside of UK will be required to provide an approved statement from the similar authority in the country in which he or she is currently based, and all other countries that they have resided in outside of the UK. In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

### **Data Protection**

During employment at Sherborne Qatar, staff may have access to confidential information relating to pupils and their families. Staff may also be privy to sensitive information related to the general business of the school and information regarding specific individuals employed by the school. Staff are required to exercise due consideration in the way such information is used, and should not act in any way which might be prejudicial to the School's interest. A strict code of confidentiality must be adhered to at all times. Members of staff must not at any time use the personal data about others held by the school or disclose such data to a third person.