



KENT COLLEGE
DUBAI

Job Description - Head of Department

1 General

A Head of Department is a Middle Management role, responsible for the curriculum and staffing in his/her department. S/he has a significant strategic role, taking responsibility for development in his/her Department area. His/her line manager is the Vice Principal Academic. A Head of Department has responsibilities to the pupils, to the staff in the Department, and to the Principal and Vice Principals.

A Head of Department should aim:

- To inspire and to generate an enthusiasm for the subject amongst teachers and pupils.
- To lead and to facilitate good teaching and learning.
- To develop and enhance the teaching practice of others.
- To be accountable for leading, managing and developing the department.
- To raise standards of pupil attainment and achievement within the curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the curriculum area.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims and policies of the school.
- To manage and deploy teaching/support staff, financial and physical resources within the Department.
- To interact on a professional level with colleagues and to seek to establish and maintain productive relationships within the school.
- To be responsible for Health and Safety or Risk Assessment matters within the department.

2 Responsibilities to the Pupils

- a. To provide the best possible opportunities and educational experience in the subject, both in and out of the classroom, for pupils of all abilities and at all levels in the school.
- b. To ensure the provision of good quality teaching and of access to a range of activities as outlined in the scheme of work.
- c. To actively monitor and follow up pupil progress: to identify pupils who are underachieving and to implement effective, personalised interventions; and to challenge pupils who are working well to aspire yet further.
- d. To arrange for reasonable extra help, via 'clinics' or similar, for pupils wanting such in their subject.
- e. To provide informed advice on university entrance and courses in further education. To arrange for appropriate preparation for all university candidates. To ensure effective liaison with the universities and careers coordinator.

3 Responsibilities to the Principal and Vice Principals

- a. To inform the Vice Principal Academic, via tutors and Heads of Year, of successes arising from the work of pupils studying the subject and of any pupils posing or encountering problems.
- b. To keep the Vice Principal Academic apprised of any significant developments in the delivery or assessment of his/her subject.



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- c. To work in close liaison with the Vice Principal Academic, to generate and review a development plan for the department, and to communicate the department's plans when it is appropriate to do so.
- d. To inform the Principal of staffing matters, by consultation with the Vice Principals.
- e. To advise on the performance and development of colleagues within the Department and to report, from time-to-time, to the Principal, via the Vice Principal Academic.
- f. To help short-list and interview candidates and to advise on the suitability of candidates for vacant posts in the Department

4 Responsibilities towards Members of the Department

- a. To monitor teaching in the Department and to offer advice to colleagues as appropriate.
- b. To arrange weekly Department meetings and to keep minutes of these meetings.
- c. To ensure that the Department is aware of all school and Department policies.
- d. To feed back to the Department on matters arising at Heads of Department meetings.
- e. To ensure regular and effective liaison with colleagues in the Junior School, Learning Support department, EAL department, ICT department and Library staff, as appropriate.
- f. To delegate Department duties by agreement, having regard to each colleague's interests, abilities and his/her overall commitment to the school and provide job descriptions for positions of responsibility within the department.
- g. To guide and support staff in the Department and to oversee their career development in conjunction with the Principal, making recommendations, via the Vice Principals, for in-service training.
- h. To agree the allocation of lessons to the Department in the weekly timetable with the Vice Principal Academic.
- i. To allocate the teaching of sets in subjects within the constraints of the timetable, ensuring the fair distribution of age groups and ability groups, having regard to the skills and experience of the teachers.
- j. To induct new staff, within the school's policy, and monitor their early progress in liaison with the Vice Principal Pastoral, who has responsibility for new staff.
- k. To arrange lesson cover for absent colleagues, using the cover system (via the Academic Office) if the lesson cannot be covered within the Department.
- l. To be responsible for the efficient and effective deployment of any support staff within the Department.
- m. To draft job descriptions for assistants, secretaries and technicians where appropriate.

5 Matters relating to the Administration of the Department

(i) Resources and Planning

- a. To prepare the annual budget request for the Vice Principal Academic and to manage the Department budget, in conjunction with the Bursary.
- b. To prepare or acquire suitable resources for the teaching of the subject at all levels in the school.
- c. To maintain resources in good order and to organise and store Departmental resources in a way that provides ready access to colleagues, within the constraints of the space available.
- d. To maintain an inventory of Department resources, as required by the Bursar.
- e. To arrange for the adequate equipping of Department rooms, in consultation with the Vice Principal Academic.
- f. To notify the Maintenance and Facilities Department of any immediate repairs needed to the fabric, fixtures and fittings of these rooms.



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(ii) Curriculum

- a. To prepare and maintain detailed schemes of work at all levels for use by members of the Department.
- b. To liaise with other Departments where there is an overlap of syllabus content or when skills are transferable.
- c. To analyse and evaluate, with the Department, performance data provided and take appropriate action in response.
- d. To ensure the setting of targets within the Department and to work towards their achievement.
- e. To contribute to the school procedures for lesson observation and professional development review.
- f. To seek/implement modification and improvement where required.

(iii) Assessment

- a. To carry out baseline testing and screening exercises, as appropriate, to ensure that proper provision is made for all new pupils.
- b. To prepare and maintain a published assessment scheme and policy for the Department, within the school's overall policy for examinations and assessment.
- c. To select syllabuses and public examinations within the school policy, compatible with the needs and attainment of the pupils.
- d. To make appropriate arrangements with the Academic Officer for public examinations.
- e. To make arrangements in liaison with the Academic Officer and the Vice Principal Academic for internal school examinations.
- f. To maintain records and ensure completion of coursework by all candidates according to the requirements of Examination Boards. To agree the timing of large assignments with the Vice Principal Academic, Heads of School.
- g. To submit to the Principal and Vice Principal Academic an analysis of the results of pupils within the Department, based on their performance in public examinations, and to keep a record of these.

(iv) Communication

- a. To ensure that Parents, Tutors, Heads of Year, Heads of House, Vice Principals and Principal (as appropriate) are kept informed of significant successes or underperformance of pupils.
- b. To establish and to maintain links with institutions and organisations outside the school, as appropriate.
- c. To provide current information and news relevant to the department for the School website.

(v) Marketing

- a. At all times, to work to promote the Department and the School to current and prospective pupils and parents.
- b. Where appropriate to arrange Department exhibitions to secure suitable publicity for the Department's work within and beyond the school and to give presentations at staff meetings, Heads of Department meetings or other meetings as required.
- c. To help maintain corridors and other public spaces within the Department in good order and to provide an attractive and stimulating environment in which to work.

(vi) Interviews and Admissions

- a. To interview candidates for admission, and to provide tests for special entrants, as required by the Registrar.

(vii) General Administration

- a. To attend Heads of Department meetings and other meetings as required by the Principal.
- b. To arrange for the circulation and updating of set lists in the subject.



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- c. To maintain the Department Handbook and any other department information as required for inspection by KHDA.
- d. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with requirements for Dubai and the UAE and are updated where necessary, as required by the Facilities Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Heads of Department will be expected to comply with any reasonable request from a Vice Principal or the Principal to undertake work of a similar level that is not specified in this job description.

PAL-B
5.12.16