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**JOB DESCRIPTION**

**Head of Department (Senior School)**

**Salary :** Stover Salary Scale for teachers, with Management Allowance

**Reporting to:** Director of Teaching & Learning

The Head of Department will be directly responsible to the Director of Teaching and Learning & ultimately to the Headmaster for the responsibilities and duties set out below:

# **Responsibilities**

The Head of Department will:

1. In relation to Departmental Leadership

* Structure and lead a departmental team.
* Deploy teachers – consistent with strengths, experience and career aspirations and the needs of the school.
* Allocate pupils to appropriate teaching groups where possible and appropriate
* Hold and minute regular departmental meetings, sending 2 sets of formal minutes per term to the Headmaster and Director of Teaching & Learning.
* Play a part in appointments within the department:

1. Draw up job specifications as necessary.
2. Liaise with Director of Teaching & Learning
3. Shortlist and interview in consultation with the Headmaster and Director of Teaching & Learning.

* Induct new staff within whole school induction framework within the Department.
* Co-ordinate departmental staff at Parents’ Evenings.
* Provide INSET and professional development advice for members of the Department.
* Prepare Annual Departmental Report for Governors.

1. In relation to Teaching:

* Set departmental aims and objectives.
* Produce and update suitable schemes of work.
* Produce, monitor and review (self-evaluation) an annual Departmental Development Plan with the Director of Teaching & Learning.
* Observe and discuss at least one lesson during the year for each teacher in the Department and organise another peer observation.
* Ensure that teachers in the Department have appropriate examination syllabus information and copies of exam papers.
* Support teachers in matters of classroom control as and when necessary.
* Carry out the professional review and development of teachers in the Department.
* Participate in the school’s Professional Review and Development process
* When teaching, adhere to the Job Description of an Academic Subject Teacher (attached)

1. In relation to Pupil Learning:

* Monitor work and assessment of pupils by teachers in the Department.
* Monitor homework set by teachers in the Department.
* Ensure that all teachers of exam groups set target grades for pupils.
* Discuss and analysing the year’s previous examination results with teachers in the Department.
* Make sure that all pupils are aware of the syllabus.
* Make sure that all pupils have seen copies of past examination and test papers.
* Analyse public examination results against pupil targets and predictions.
* Prepare a report and discuss the Department’s summer examinations results with the Headmaster and the Director of Teaching & Learning.

4. In relation to Finance and Resource Control and General matters

* Monitor and control expenditure against departmental budget.
* Upkeep of text books and learning materials within budget.
* Stewardship of departmental equipment.
* Allocate rooms in consultation with the Director of Teaching & Learning.
* Provide the Executive Head Teacher, the Director of Finance & Operations and the Director of Teaching & Learning with timely strategic and operational data for budget preparation.
* Maintain and develop departmental handbooks.

Undertake such other reasonable tasks as requested from time to time

**The job description forms the basic requirements of the post and can be updated when required by the Headmaster in liaison with the staff concerned.**

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom he/she comes into contact. The post holder must adhere to, and ensure compliance with, the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school he/she must report any concerns to the school’s child protection officers, the Deputy Headmaster or the Head of the Preparatory School.

**September 2017**