



The British School Kathmandu

Head of Department Job Description

Responsible to: Principal, Vice Principal or Leadership Team liaison

Job Purpose To lead on all departmental matters

Learning, Teaching & Curriculum

- Ensure all departmental planning and documentation is up to date, fit for purpose and useful in supporting excellent learning and teaching. This will include schemes of work, long term plans, a detailed and regularly reviewed development plan, website information, etc.
- Insist on high quality teaching and learning across the department and ensure the TBS learning policy is in place. *(This must include regular lesson observations and learning walks which are noted in the departmental minutes)*
- Provide guidance and support to colleagues as and when required on curriculum matters.
- Ensure assessment and record keeping is in line with school policy and ensures progress of all students.
- Analyse the examination and assessment data of the faculty and provide a report/action plan to SLT annually (and as requested at other times).
- Keep up to date with learning and teaching developments in the UK and advise on curriculum developments.
- Facilitate and determine an agenda for department action/focus on:
 - Peer observation and micro-teaching
 - Action Research/Showcasing Best Practice
 - Teaching and Learning Initiatives
 - Ensuring the School Development Plan targets are met
 - Spotlighting to review the success of the learning in the department
 - Extracurricular, enrichment and extension activities such as competitions, clubs and trips
 - Ensure rewards and sanctions are applied consistently and appropriately.
- Ensure the department is fully prepared for external inspections and TBS departmental reviews

Welfare and Pastoral

- Be responsible for positive learning behaviour within the department. Support other teachers in dealing with incidents or individuals. Decide when matters should be referred to the mentor/Head of Key Stage.
- Ensure students are supported in their studies and involve them in decisions relating to their learning.
- Ensure health & safety requirements are considered in the planning and delivery of all lessons/activities.
- Ensure the department follows best practice for safeguarding in line with TBS policy

Administration

- Communicate departmental events to students, staff and parents and ensure the department's high profile both online and through events, assemblies and .
- Resource within an allocated budget (submitted annually). Order and manage materials and stock.

Policy/Strategic direction and development

- Support the Vice Principal/Secondary Leadership team in contributing to the strategic direction of the school through contributions at Head of Department meetings

Working with others

- Promote a positive profile of the School vision to staff, pupils, parents and the wider community. Use of virtual methods to do this is also essential including regular news items and use of twitter.
- Ensure healthy communication & working relationships are maintained by all members of the department.

Training & development of self and others

- *Regularly* review own practice, set personal targets and take responsibility for own development.
- Liaise with the CPD coordinator regarding CPD opportunities for the department
- Lead weekly departmental meetings ensuring there is a focus on learning and teaching and opportunities for discussion of best practice and innovation in learning.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Remuneration: TBS scale and dependent on the size of the department

Time Allowance: Usually 2 hours but dependent on timetabling needs



Person Specification

Head of Department

Skills Required

Ability to inspire children to learn effectively and to model excellent teaching	Essential
Willingness to run extra events, both curriculum and extra curricular, that contribute to excellence in children's learning	Essential
Hard-working and dedicated to continuous improvement as Head of the department and adept at communicating successes within and outside school	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, parents and external bodies	Essential
Excellent interpersonal skills, able to work with others harmoniously	Essential
Excellent organisational and time management skills with the ability to prioritise tasks	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential
Ability to maintain confidentiality	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes	Essential

Knowledge Base

Knowledge of latest developments in education particularly relating to the department	Essential
Knowledge of the relevant syllabus and examination demands at IGCSE and A Level	Essential
Experience of leadership at a whole school level and knowledge of leadership techniques	Desirable
Knowledge of the latest developments in education generally	Essential
Knowledge of the most effective assessment and monitoring methods to ensure excellence in learning	Essential
Knowledge of safeguarding in schools and awareness of all TBS policies in this area	Essential

Attainment

Teaching qualification and recent teaching experience	Essential
Experience of working within a successful school	Essential
Understanding and knowledge of ICT and willingness to further develop ICT skills	Essential

Experience

Experience as a middle leader (or evidence of readiness to move into middle management)	Desirable
Proven experience of successfully leading a team in a curriculum area or on a school initiative	Essential
Experience of leading and managing other staff including performance managing colleagues	Desirable
Experience of managing department finances or working within a budget	Desirable
Experience of interviewing and recruiting staff	Desirable

Personal Attributes

Enthusiastic and hard-working	Essential
Calm, flexible, approachable attitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance	Essential
Confidence to advise the Principal and staff on potential departmental development	Essential
Drive and stamina to provide excellent opportunities for all children in the school	Essential