

## Head of Department-Role Profile

### Purpose of Role

The main role of the Head of Subject is to provide strong academic leadership. The Head of Subject is required to lead, manage and develop the department staff and curriculum to ensure it achieves the highest possible standards of excellence in all its activities. All Heads of Subject are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the school.

### ISP Principles

**Begin with our children and students.** Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding and Health & Safety issues and acting and following up on all concerns appropriately.

**Treat everyone with care and respect.** We look after one another, embrace similarities and differences and promote the well-being of self and others.

**Operate effectively.** We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

**Are financially responsible.** We make financial choices carefully based on the needs of the children, students and our schools.

**Learn continuously.** Getting better is what drives us. We positively engage with personal and professional development and school improvement.

### Head of Department Key Responsibilities

#### Academic Leadership

- Create, deliver and monitor the Subject Curriculum and Schemes of Work across the Secondary school which are in line with the English National Curriculum
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate, evaluating practice and developing an acceptance of accountability
- Ensure that the subject area under your leadership has a high profile in the life of the school
- Ensure that subject team meetings are run effectively and efficiently and used to share good teaching and learning practice
- Take responsibility for producing department improvement plans in the line with the school's priorities and ensuring it is regularly evaluated and reviewed
- Support departmental staff in student disciplinary matters, ensuring the school policies are followed
- Ensure the department fulfils its role in promoting British values, whilst ensuring subject matter is appropriate for the given audience
- Ensure that quality assurance processes are used to improve the performance of the department
- Lead staff through internal and external subject reviews, accreditations and inspections
- Ensure effective deployment of staff
- Create, collect and analyse appropriate assessments in all Years, and use that information to improve teaching, learning and attainment
- Ensure that high-quality reports are provided to parents in line with whole school expectations
- Select appropriate external examination courses



- Manage the performance of all department staff and to report to the Head of Secondary as required with reference to training needs, examples of excellence and concern
- Engender a culture of excellence, co-operation and respect both within and beyond the department
- Allocate staff timetables in conjunction with Senior Staff in order to make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the department
- Bring forward appropriate plans, suggestions and recommendations to the Head of Secondary for the improvement of the Department
- Refresh and develop new programmes in order to attract new students and promote the department
- Train teachers on and be available for pastoral care
- Ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements
- Observe lessons within the department, coach and mentor staff and feedback on lesson observations
- Comply with quality assurance and risk management procedures both internal and external
- Complete regular reviews of assessment data and take appropriate action to secure excellent outcomes for all students

### Learning and Teaching

- Monitor and evaluate the department's specification and schemes of work
- Engage all subject staff in the creation, consistent implementation and improvement of the schemes of work
- Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs
- Ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole cohort
- Initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject
- Ensure effective development of students' literacy, numeracy and information technology skills through the subject
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject
- Set expectations and targets for staff and students in relation to standards of pupil achievement and the quality of teaching
- Establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all students, including those with special educational and linguistic needs
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning
- Provide quality assurance monitoring and intervention with all subject staff
- Monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes
- Provide regular feedback to the Head of Secondary/Principal to help the school evaluate its practice
- Assist the Head of Secondary/Principal in the regular review of the standards of leadership, teaching and learning in the subject area



- Ensure that subject staff are aware of the cultural sensitivity issues that may present themselves when teaching the subject matter, consulting where necessary to ensure all subject matter is appropriate to the target audience
- Regularly review teaching resources to ensure they are appropriate for the target audience
- Hold department staff to account, provide feedback and support to ensure they meet school standards pertaining to their role

### **Student Support and Guidance**

- Monitor, evaluate and support intervention to tackle any student underperformance
- Support Progress Leaders in dealing with areas of concerns with all students
- Help staff to achieve constructive working relationships with students

### **Staff Development and Welfare**

- Carry out and/or assist with performance management for subject staff
- Undertake regular learning walks and book reviews within department
- Ensure development areas for all staff members are continually reviewed and fed back to Head of Secondary

### **Resource Management**

- Ensure that the Department operates wholly within its allocated budget
- Manage the departmental resources appropriately in line with the priorities identified in the improvement plan
- Hold responsibility for Departmental stock, its effective deployment and its upkeep

### **General**

- Teach a timetable appropriate to the needs of the school curriculum
- Keep abreast of new developments and initiatives in your subject area so subject area and school can be further developed
- Provide an appropriate Extra-curricular Programme of activities through the department
- Perform such additional tasks and duties as might be reasonably directed by the Head of Secondary or the Principal from time to time
- To complete all other tasks that can be reasonably expected of a Head of Department
- Take responsibility for own professional development
- Cover for absent colleagues

### **Health and Safety**

- Emphasizes the importance of safety in all areas of the curriculum, communicating to the students the importance of a responsible attitude towards personal safety, the safety of others and respect for Park House English School's property and equipment
- Perform break time duties on time and with due diligence to safeguard Park House students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Assist in implementing all policies and rules governing student life and conduct
- Ensure that, all the necessary health and safety rules and procedures are being followed
- Maintain an awareness of all the health and safety measures to be taken when in school
- Safeguard Park House duties

### **Profile**

- UK Bachelors Degree in Education,  
or  
Bachelor's Degree, as well as PGCE (Post Graduate Certificate of Education) with QTS or equivalent



- Fluency in English is mandatory
- Child safeguarding trained
- Minimum 3 years of relevant experience
- Meet professional teacher education requirements of school
- Must hold a current Enhanced Criminal Records Bureau Disclosure, or equivalent, for countries lived in outside of the UK

## Skills and Abilities

### Knowledge

- In-depth knowledge and understanding of School curriculum (National Curriculum – Secondary) and associated assessment methods
- Up to date curriculum developments
- Application of effective teaching and learning theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
- Proven leadership and management skills
- A leader of teaching and learning
- Experienced curriculum and team leader

### Skills

- The ability to develop good personal relationships within a team
- An effective and experienced communicator (written and verbal) to a variety of audiences
- High level of IT competency

### Personal Attributes

- Passionate about delivering quality education
- Critical thinker
- Able to command respect of students, colleagues and parents
- Organised with proven ability to meet deadlines
- Driven by wanting to improve quality and develop the school
- Reliable with an attention to detail and a commitment to quality

## ISP Leadership Competencies

You consistently demonstrate and role-model the ISP Leadership Competencies in all that you do.

1. **Collaboration.** Takes an active part in leading their school or region; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximise opportunities.
2. **Learning & Getting Better.** Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback; supporting others in their continual learning, development and growth.
3. **Innovation Leadership.** Is good at creating an environment where ideas for learning initiatives and services are generated and is able to motivate and inspire others through the process of creation through to completion.
4. **Outcome driven.** Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on KPIs.
5. **Resilience.** Can deal with setbacks and challenges calmly and effectively.
6. **Community Focus.** Is committed to meeting and exceeding the needs and expectations of our students and their families.



7. **Integrity & Ethical Management.** Has the ability to work ethically and with integrity; helps others feel valued; upholds and models the ISP Vision, Purpose and Principles.

### ISP Commitment to Safeguarding Principles

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

### ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.