



Sunningdale School

Head of Department Job Description

General

In addition to the teacher job description, Heads of Department will have an overview of their department to ensure that there is a high quality of teaching and learning within their department. They will do what they can to promote their subject and encourage a love of learning of that subject. They will ensure that results at Common Entrance and Scholarship are of a suitably high standard and they should constantly strive to improve on their results.

Accountability:

Heads of Department report directly to the Director of Studies.

Heads of Department are responsible for the members of staff teaching within their department

Main Roles and Responsibilities

- Hold departmental meetings on a regular basis
 - a minimum of one per month - minutes to the Director of Studies
- Produce programmes of study which are updated on an annual basis
- Produce, analyse and improve schemes of work
- Update the departmental handbook on an annual basis
- Monitor the teaching and learning of their subject
 - observe a minimum of one lesson each term of each member of the department
 - carry out book scrutiny at least once each term
- Keep up to date with developments in the teaching of their subject
- Demonstrate a critical understanding of developments in their subject
- Ensure Continued Professional Development of every member of the department
- Monitor resources in their department
- Manage the departmental budget
- Monitor classrooms within their department to ensure they are stimulating environments with appropriate displays
- Organise educational trips where appropriate

SPECIFIC DEPARTMENTAL RESPONSIBILITIES

- English
 - Organise and manage the Reading Room (the library)
 - Promote reading and spelling throughout the school
 - Organise the annual Declamation Prize, and arrange for an adjudicator
 - Organise World Book Day annually
 - To produce '1874', the annual arts magazine
 - To organise annual standardised literacy tests and record the results
- Maths
 - Organise annual standardised numeracy tests and record the results
 - Promote numeracy throughout the school
- French
 - Organise trips to La Vacquerie
 - Organise the French Drama Evening
 - Organise French Day
- History
 - Organise History Day
 - Organise the Townsend Warner History Prize
- Geography
 - Organise Geography field trips
 - Ensure projects are done to a suitable standard and in a timely manner