

Head / Director of Department

JOB DESCRIPTION

DEPARTMENT: Academic

JOB PURPOSE: To lead, manage and oversee the various resources available to the department with the aim of providing the most effective and efficient learning opportunities for pupils, in accordance with the school's aims and objectives.

RESPONSIBLE TO: Assistant Head – Teaching & Learning

Specific responsibilities include the following, although this list is by no means exhaustive:

Duties and Responsibilities

Professional:

- Develop, in consultation with senior management and departmental staff, a range of stimulating, relevant courses appropriate to the needs of pupils, which help to fulfil the aims and objectives of the school.
- Evaluate the effectiveness of courses and syllabi and oversee the provision of assessment procedures according to school policy.
- Plan, prepare and teach lessons to pupils assigned to him/her according to their educational needs, and in doing so provide leadership to teachers in the department.
- Monitor and take responsibility for the care and management of department staff in the various activities involved in teaching and support functions.

Administrative:

- Make available for publication (for parents, staff and governors) documentation explaining the policy, operating methods, performance and examination results of the department.
- Arrange representation of the department on various consultative groups and committees.
- Liaise with the Headmaster over deployment of departmental staff, teaching effectiveness and staff appointments; with the Deputy Head over staff deployment and timetabling requirements.
- Exercise control over departmental resources, including estimates, budgeting, expenditure and stock.
- Deploy staff in the teaching programme and allocate pupils to sets according to school policy.



- Liaise with the Examinations Officer regarding the submission of Controlled Assessment/coursework marks and examination entries/administration.

Management:

- Participate fully in the school's consultative procedures to ensure effective communication.
- Actively pursue a stated policy of staff development within the department, including the use of delegation, setting of targets and appraisals/reviews.
- Conduct a regular consultative procedure within the department which allows all its members the opportunity to take part in planning and evaluation.
- Evaluate the use of resources in order to ensure efficiency and effectiveness.