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|  | **JOB DESCRIPTION: HEAD OF DEPARTMENT** |

**Responsible to:** Deputy Head (Academic)

**Context**

Haileybury Astana is an IB World School attracting both local and international pupils. We are proud of our Haileybury history which goes back to 1862 whilst being a forward thinking school committed to latest approaches in teaching and learning and supporting all our staff. We are co-educational with a steadily rising roll and significant support from the Government and people in what is really an amazing city here in Astana. Our facilities are excellent and reflect the belief we have in nurturing the potential in everyone. We prepare the leaders of tomorrow right here in Kazakhstan, and expect all staff to engage with this leadership focus and be full involved in Co-Curricular activities which are timetabled during the day and after school.

**Main Duties**

* To ensure the provision of a curriculum which enthuses and inspires students, and promotes the enjoyment of learning
* To ensure the highest possible quality of both teaching and learning within all subject areas in the Curriculum Area and to monitor this among your team
* To engage in the creation and maintenance of a climate in each subject area which ensures progress in the achievement of all students and makes a measurable contribution to meeting wider school objectives
* To undertake, each year, departmental Self Evaluation (SEF) and an analysis of examination results throughout your Department, and to complete Departmental Action Plans on Blue Sky covering the subject areas; thereby being able to contribute to the vision, ethos and direction for, and achievement of, the School Development Plan.
* To participate in the recruitment and retention of Departmental staff, provide regular feedback to subject staff and other subject leaders in a way which recognises good practice and supports their progress against Performance Management (PM) objectives resulting in raised attainment and achievement in line with School policies and procedures.
* To ensure the appropriate level of staffing and teaching in all subject areas in the Department in order to deliver the curriculum in close and timely consultation with the Deputy Head.
* To manage allocated Departmental budgets according to best value principles and ensuring budget requirements are clearly flagged up in Department Action Plans. To create clear book, equipment and supply lists to be ordered for the start of the academic year as per published deadlines.
* To engage all subject staff in the creation, consistent implementation and improvement of Schemes of Work (SoW) on agreed proformas. To ensure lessons are in line with SoW and their respective objectives, ensuring pace and challenge and effective differentiation. To ensure learning objectives are shared with pupils.

**Assessment and Tracking**

* To ensure effective assessment, tracking and recording, and proper reporting to parents, in accordance with the school Assessment & Marking Policies and monitor staff to ensure this is done ensuring strong reports are written by each member of your team and checked by you as Head of Department.
* To organise student examination entries in the relevant subject area in conjunction with the Examinations Officer, link with external moderators as appropriate and ensure that the best possible arrangements are in place for the delivery and examination of subjects within the Department.
* To ensure that all students are aware of internal and external examination requirements, including deadlines for practicals and coursework
* To ensure clear action plans are in place for every student who is underachieving so they are picked up in a timely fashion to ensure high final grades are achieved. To work with staff, Housemasters, Senior or other staff to ensure intervention strategies are effective.
* Ensure your Department contributes actively to the proposed KS3 Haileybury Diploma and your team is fully familiar with all relevant aspects of the UK national curriculum and exam board topics and requirements.
* Ensure effective use is made of SIMS and the Discover package and that staff are familiar with key information about their classes and that their SIMS home page helps enable this.

**Additional Duties**

* To participate in arrangements to support programmes for targeted students such as Oxbridge entrance, American Universities, students performing below target grade, Gifted & Talented (G&T) etc and to have a clear plan to contribute to these areas.
* To support and assist Departmental staff and Housemasters to ensure that they understand, and are actively implementing, key aspects of the School Behaviour and Attendance policies; including sanctions, incentives and rewards. To monitor and ensure your teams are actively using and promoting Yellow and Blue Cards and ‘Well Done’ cards with IB.
* Ensure there are appropriate cover and work set in the case of the absence of a member of staff.
* Plan trips and visits related to teaching in your departments, using local opportunities as well as further afield and ensure trips are planned in such a way as to minimise disruption to ongoing teaching and learning for pupils left in school in line with the school visits policy.
* To act as a House Tutor when required.

**Training and Development**

* To ensure your staff undertake the Self Evaluation against Teacher or TA Standards each year and use this information to guide planning for training and Performance Management
* To contribute to the development of Departmental staff including induction, probation, training and NQT coaching and mentoring where appropriate.
* To monitor the work of members of your Department through lesson observations and scrutiny of lesson planning and marking, recording results on Blue Sky.
* Monitor the work of Teaching Assistants and Assistant Teachers and report any concerns to the Deputy Head to ensure action plans are put in place and that you monitor them effectively.
* To ensure annual appraisals take place with all your staff and that clear Targets are set linked to school priorities. To undertake a mid-year review on Blue Sky of these targets as well as the end of year one. Reflect on your personal practice and seek ways of developing your own professional knowledge and skills.
* Ensure you and your team are familiar with requirements and progression for pupils in your subject area in Key Stage 2.
* To consult with subject staff and assist with the formulation, communication and monitoring of the School Development Plan; thereby ensuring that concerns and ideas are considered and that all subject staff can then fully understand annual School targets and their part in achieving these.
* To review constantly, and monitor teaching methodology and implement a variety of learning styles, having regard to the individual learning needs of students. To encourage cross curricular learning and learning in an international context and to liaise with any overseas school on a joint project to feed into the International Schools Award.
* To observe and provide timely feedback to staff in the area, encouraging peer reviews and informal sharing of good practice alongside more formal observations.
* To organise and chair Departmental meetings on a regular basis to discuss key issues for the Department, and to attend Heads of Department and other important meetings when required. To ensure action points from these meetings are circulated to Senior Staff.

**Other**

* To adhere to all statutory regulations, including the Teaching Standards as published by the Department for Education, and to Haileybury policies and procedures as contained in the Staff Handbook
* To ensure a safe and secure environment for staff and students when they are working within the Department by consistent implementation of Health & Safety guidelines, risk assessments and the welfare of employees.
* To ensure the learning environment is optimally utilised, e.g. noticeboards and displays to motivate and inform students.
* Provide progress reports to Senior Leadership Group (SLT) and other line-managers when requested
* To undertake any reasonable duties as required

**EAL**

All staff of Haileybury Astana must remember that, in addition to the responsibilities set out in this Job Description, they are also teachers of EAL to all pupils. Many pupils at HAS have English as a second language, and so it is important that if they are to achieve their maximum academic potential, that they take a proactive approach to reflect upon how they can further encourage pupils to develop their English language. All staff must follow and promote any EAL policy and procedures as set out by the school.

**Person Specification**

**The job requires that you have:**

* A good academic degree in a key curriculum subject area;
* Effective time management skills;
* Strong communication abilities;
* Great interpersonal skills, both verbal and written
* Good levels of IT literacy;
* Strong presentation skills;
* Clarity of speech;
* A calm and diplomatic approach;

**It also requires that you are:**

* Passionate about your subject;
* An advocate for cultural diversity and globalisation;
* Willing to play a part in the wider life of the School;
* A good team player, but also able to work autonomously;
* Willing to accept additional responsibilities;
* Good at prioritising conflicting demands;
* Able to meet deadlines;
* Neat, well-groomed and well-presented;
* A strong role model for young people.

**Additional Requirements for this Role**

* The ability to inspire and motivate Department Colleagues;
* Experience of line management
* Play a lead role in encouraging staff development in the Department and beyond and lead by example;
* Maintain up to date professional knowledge;
* Takes ownership for work issues and problems of an operational nature;
* Implements improvements to work processes and practices within his/her remit;
* Understands School goals and direction and brings these to bear in Department;
* Gets things done through influence and fairness, rather than by railroading others;
* Can confront and overcome obstacles through constructive criticism to further progress within team.

*Haileybury Astana is committed to safeguarding and promoting the welfare of children, young people and staff and expects everyone connected with the School to share this commitment.*

**Signature:**

Head of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headmaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_