Head of Department - Job Description

Job Purpose
- To act as pedagogical leader for the department
- To act as tutor when required

Key Task Areas

Curriculum	• Lead the collaborative planning of the department's curriculum in accordance with school policy • Lead the department's teaching by example and through mutual observations • Collaborate with Primary and Early Years staff to ensure a coherent curriculum continuum • Plan, prepare and teach classes, organise resources, assess students, keep records and report on timetabled subject(s) in accordance with the school's policies • Plan, prepare and organise school visits or visitors to school to support learning • Coordinate with Learning Support Assistants, Library Staff and ICT Staff to support classroom learning where appropriate • Coordinate curriculum delivery and inter-disciplinary projects with colleagues to ensure concurrency of learning • Integrate appropriate ICT activities into the curriculum
Pastoral	• Actively encourage the effective use of the IB Learner Profile • Guide students' in their subject and career choices • Lead and advise the department in their classroom management • Be responsible for all disciplinary matters related to the department • Take responsibility for a tutor group when required • Assist in the development of the PSD programme • Assist in general discipline matters across the school in accordance with codes of conduct and the discipline policy • Plan and lead assemblies when appropriate • Coordinate with support staff to deal with discipline
Administration	• Take full responsibility for the administration of the department (reports, inventories, budgets, letters to parents, trip planning, etc.) • Lead regular department meetings and keep concise minutes of decisions and actions • Administration of tutor group – including Attendance Register, Home-School Communications, Reports, Parent-Teacher Meetings, Trips, etc. • Regular attendance at section and whole-school staff meetings, including shared minute taking (language permitting) and leading sessions where appropriate
Professional Development	• Active participation in internal and external professional development activities • Report back to staff after workshop attendance • Lead workshops for other staff

Reports to: Head of School

Liaises with: Curriculum Coordinators
Head of Secondary