



Job Description – Head of Department

Responsible to	Head of Faculty
Pay scale	Main Pay Scale + TLR 2.2
Terms and Conditions	Full time

Purpose of job

- Lead and inspire the department to provide the best possible education for girls
- Represent the department at whole school level; putting into action the school's vision and values
- Create a cohesive and identifiable ethos for the department

Main duties and responsibilities

- Make department curriculum decisions based on changes and developments nationally and what is best for our students
- Support and develop staff in the department to ensure their wellbeing and their professional training
- Be responsible for staff allocation and timetabling as well as recruitment and retention
- Evaluate data and use it for monitoring and tracking student progress
- Act upon conclusions drawn from data across all groups of students, including intervention strategies where necessary
- Plan and run department meetings, attend and contribute to whole school Head of Department meetings and attend Head of Department/Head of Faculty meetings according to the school calendar. Subsequently to communicate with department staff the discussions at these meetings.
- Run appraisals according to the school procedure to enable staff to progress and develop
- Lead self- evaluation for the department through subject reviews and documentation
- Lead by example; support and adhere to school policies
- Foster a love for the subject and encourage student retention
- Communicate key decisions with and the Head of Faculty and support their vision for the Faculty
- Undertake the duties and responsibilities outlined for all teaching staff

Person Specification – Head of Department

Qualifications	Degree in the relevant subject Qualified Teaching Status
Experience	Ability to teach across all Key Stages, including A level CPD which shows a commitment to personal, professional development and leadership skills

Dr Challoner's High School



Knowledge, Skills and Personal Qualities	<p>Proven organisational skills including time management and forward planning</p> <p>Passion for the subject</p> <p>Evidence of inspirational and outstanding teaching</p> <p>Understanding of the use of data for tracking and monitoring</p>
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