**Head of Department – Biology: Job Description**

**General**

* Heads of Department are responsible to the Warden (through the Deputy Head Academic) for the vision, policy and culture of their department and for establishing these within the larger framework of Forest School.
* The prime role of the Head of Department is to provide strong academic leadership. He/she is expected to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities in order to allow pupils to achieve and develop to the highest levels.
* Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy.
* The Head of Department will create a culture within the department that promotes an appreciation of the subject in the pupils.
* The Head of Department will maintain the target that all lessons taught in the department are at least ‘good’ and the majority are ‘excellent’.
* The Head of Department will liaise closely with the Head of Science (direct Line Manager) to ensure he/she is carrying out the above responsibilities.
* The Head of Department will lead the strategic development of the department in line with the school’s wider strategic development plan

**Specific duties**

**Performance Management**

* Develop his/her own leadership skills to ensure the confident management of the performance of the department.
* Celebrate good performance with praise and challenge underperformance with appropriate feedback
* Act as a role model for other members of staff in the pursuit of academic excellence.
* Ensure the performance of individual staff is managed appropriately, and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with Deputy Head Academic or other Leadership Team staff, as required.
* Put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance, regular lesson observations.
* Meet with the Warden, Deputy Head Academic and Head of Science at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year.
* Engender a culture of excellence, co-operation and respect within the department.
* Lead on developing and evaluating the most effective teaching and learning strategies within the subject, using evidence from the latest educational research.

**Curriculum**

* Keep abreast of developments in the department’s subject and take appropriate action to update the curriculum as necessary.
* Ensure long, medium and short-term planning reflect progress in terms of surface, deep and transferable knowledge and skills

**Departmental Profile**

* Promote and represent Forest School both internally and externally.
* Maintain connections with teaching of the subject at university level and liaise with Prep School staff to develop appropriate continuity across the whole school.
* Develop a departmental co-curriculum programme.

**Staffing**

* Assign teaching allocations to all departmental members, monitoring the overall staffing load.
* Maximise the use of all staffing resources and seek opportunities for collaboration and partnerships beyond the department.
* Delegate departmental responsibilities, as appropriate, deploying staff consistent with their strengths amd interests.
* Lead (with Deputy Head Academic and Head of Science) on the recruitment of subject teaching staff.
* Ensure careful induction of all staff joining the department, including acting as NQT mentor.
* Contribute to appraisal, identify training needs and encourage staff to undertake Inset and other forms of professional development, including posts of responsibility.

**Examinations**

* Take responsibility for exam specifications, schemes of learning, departmental handbook, keeping such matters under regular review.
* Be responsible for overseeing entry procedures according to the instructions of the Examinations Officer, and to meet all the requirements of examining boards in respect of such items as coursework and estimated grades.
* Ensure pupils are prepared for public examinations by monitoring the teaching of the syllabus, providing resources and guidance to allow pupils to revise effectively, and communicating appropriate academic information to parents.

**Compliance/Health and Safety**

* Ensure a safe and healthy environment for staff and pupils, and full compliance with health and safety requirements.
* Ensure the department is active in implementing the School’s published policies, and especially the Safeguarding and Child Protection Policy.

**Pupils**

* Ensure pupils develop as strong learners and make at least expected progress
* Ensure the appropriate use of IT within the department to allow pupils to use devices positively in service of their learning.
* Ensure the department adhere to the School’s assessment and marking policy.
* Ensure lessons allow pupils to develop *The Forest Learner* characteristics.
* Ensure that pupils develop good learning behaviour in the classroom.
* Ensure pupils are taught according to their educational needs and abilities, organising appropriate setting and overseeing good pupil discipline in the department.
* Ensure subject choice advice for pupils is appropriate to their needs and abilities.
* Respond to queries and complaints from parents.
* Recommend pupils for academic prizes and encourage use of appropriate rewards.

**Meetings**

* Hold regular departmental meetings which have a published agenda, and to make sure records are kept.
* Attend meetings, parents’ evenings, information evenings and interview days as required.

**Other**

* Monitor and advise on subject report writing.
* Take responsibility for the departmental budget and the organisation of teaching resources in accordance with School protocols.
* Ensure the department’s classrooms are attractive and inspiring environments for learners.
* Undertake other duties as specified by the Deputy Head Academic/Warden not mentioned above.