



Head of Department Job Description

All teachers at Latifa School are expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient leadership of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

Heads of Departments, along with subject teachers, are responsible for the academic and social progress of the students they teach. They are responsible for helping support colleagues within the department and for participating fully in the work of the department. Furthermore, they should help promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the department.

This job description is in addition to that of the Subject Teacher.

The Head of Department is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient leadership of the school
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion
- communicate effectively with parents and guardians

Heads of Department (HODs) are responsible for the academic and social progress of students who study their subject. They are responsible for supporting the work of subject teachers and making sure all members of the department participate effectively. They should encourage and support the professional development of staff within the department and promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the department.

1. Overall Responsibilities

The Head of Department will:

- promote the School's vision and values
- support the priorities established in the School Development Plan
- ensure school policies are carried out consistently
- provide professional leadership and management for the subject in order to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students
- play a major role in developing school policy through HODs and departmental meetings
- support, guide and motivate teachers within the department
- evaluate the effectiveness of teaching and learning of the subject curriculum
- establish clear strategic direction for the department with ambitious targets for their subject and monitor their progress
- establish targets for staff and students and monitor their progress, within the context of school and departmental targets
- understand the needs of their own subject and, of equal importance appreciate the way other subjects contribute to the overall education of the students
- carry out efficiently and effectively the Achievement & Development Appraisal (ADA) Policy & report back to SLT.

2. Responsibilities for Students

The Head of Department will:

- make sure students have access to a first-class education in the subject being studied

- make sure students receive individual attention allowing the teacher to determine whether special assistance is necessary
- establish clear policies and practices for assessing, recording and reporting on student achievement
- use this information to recognise achievement and set targets for future improvement to include intervention and follow up evaluation
- make sure information about students' achievement in previous schools (and LSG's Primary School) is used effectively, liaise with the Primary Department re: curriculum and induction of new students
- discuss option choices in Year 9 and Year 11
- effectively evaluate department overall performance
- evaluate students' performance in internal and external examinations and report findings to the Senior Teacher
- make sure parents have clear and accurate information about their daughter's progress
- liaise with Heads of Year (HOYs) as appropriate

3. Responsibilities for Staff

The Head of Department will:

- make new staff aware of their roles and responsibilities as subject teachers
- be involved with the recruitment of new staff by evaluating all CVs received and assisting with the interviews of local candidates
- support the work of all staff and encourage an atmosphere of cooperation and mutual trust within the department
- actively promote staff development by delegating responsibilities within the department
- be responsible for ADA and lesson observation within the department and coordinate target setting for staff
- make sure all staff become ICT competent within stated (and mutually agreed) time limits (competent in this context means writing reports, preparing materials and knowing how to use software related to the specific subject)
- liaise with the ICT Coordinator to achieve the above
- encourage staff to develop professionally by attending courses, offering INSET within (and outside) the department, taking distance learning programmes, etc.

4. Responsibilities as Subject Leader

The Head of Department will:

- ensure curriculum coverage, continuity and progression in the subject for all students, including those with high ability and those with special needs
- make sure teachers are clear about teaching objectives in lessons
- visit lessons on a regular basis and encourage visits by others both inside and outside the department
- encourage cross-curricular links with other departments
- keep up to date with changes within the subject curriculum and, within that context, make recommendations to SLT about:
 - new courses
 - new materials
 - INSET needs
- lead professional development of subject staff through example and support and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise, visiting lessons, etc
- negotiate departmental staffing requirements and teaching loads
- coordinate the departmental budget and order stock
- ensure appropriate cover work is set in the case of a department member's absence
- negotiate and monitor the department's aims and objectives
- act as a focal point for information on the subject and the students who take that subject
- liaise with the Learning Support department as required
- liaise with the examination secretaries regarding external examinations
- liaise with the Deputy Head regarding course outlines for curriculum booklets for Years 7 to 9 and option booklets for Years 9 and 11.

5. Year 12 Induction Programme

The Head of Department will:

- liaise with the Deputy Headmistress and Head of Sixth Form regarding arrangements for Year 12 induction
- allocate roles and responsibilities to staff involved in the induction process.