



## **Head of Department (Senior School)**

### **Job Description**

#### **The Role of the Head of Department**

The role of the Head of Department is crucial in developing the ethos of achievement within the curriculum area, in harmony with the aims and ethos of the whole school. Heads of Department are key to the success and development of the school and the raising of student achievement.

Heads of Department must ensure that targets for improvement in the curriculum area are set and met, through positive approaches to curriculum development, the planning and preparation of schemes of work, the monitoring of teaching and learning across the curriculum area, and the support and development of staff.

As such Heads of Department form a vital part of the School's middle leadership team. Heads of Department need to have a good knowledge of educational issues, keep abreast of best practice in the curriculum area and take an active lead in improving pedagogy and practice where it is relevant to the curriculum area.

#### **Aims**

The aims of the post of Head of Department are to...

- promote the development of the curriculum area;
- ensure that learning is the core purpose of the curriculum area;
- foster high achievement and excellence within the curriculum area, ensuring that students are encouraged and supported to achieve their personal best;
- support the professional and personal development of staff.

In addition to the professional duties expected of a classroom teacher at the school, the specific duties of the Head of Department, for which he/she will be directly responsible to the Senior School Deputy Head (Academic), and ultimately the Head of Senior School and Principal, are as follows.

#### **Staff**

- ensure teachers implement all school policies within the department, including those pertaining to Health & Safety and Safeguarding;
- in conjunction with the Deputy Head Teaching, Learning & Professional Development (DHTLP) and in line with whole-school policy, to lead the performance review programme in the department and evaluate the effectiveness of teaching and learning;



## THE BRITISH INTERNATIONAL SCHOOL, CAIRO

- ensure opportunities are provided for the professional development of staff, ensuring they are up-to-date with developments in the subject area in order to improve the quality of teaching and learning;
- attend and actively contribute to meetings of the Heads of Department as well as other meetings deemed appropriate by the Senior School Leadership Team (SSLT);
- lead department meetings and create opportunities for the sharing of good practice or any other activities which will enhance learning;
- ensure clear and effective lines of communication between members of the department;
- ensure that there is a convivial atmosphere within the department, in particular that the views of all colleagues are heard and listened to, and that subject improvement is achieved through consensus;
- liaise with the Deputy Head (Academic) on staff allocations and timetabling;
- organise the induction of new staff in the department and provide support;
- liaise with the Head of Senior School and Deputy Heads on new staff appointments.

### **Students**

- have oversight of the learning of all students in the curriculum area;
- advise on the suitability of candidates for external examinations;
- be responsible for high standards of discipline within the department and to apply all relevant school policies relating to this.

### **Curriculum and Assessment**

- coordinate and supervise the effective delivery of the subject in the Senior School and lead the implementation and monitoring of any change of courses deemed appropriate for the school;
- lead the development and ensure completion of schemes of work and medium- and long-term plans, delegating where appropriate;
- actively promote the department through Open Mornings, educational visits, etc.;
- keep abreast of and actively seek out all new curriculum developments and teaching methods relevant to the subject;
- ensure that proper assessment procedures are in place in line with whole-school policy, and monitor the quality of those assessment procedures and school reports;
- oversee the use of baseline data in conjunction with SSLT, and develop its use in setting realistic targets for students;
- ensure that structures are developed to deal with underachievement, poor behaviour and attendance where it affects learning, in line with whole-school policy;
- liaise with the Curriculum Support Department.



## THE BRITISH INTERNATIONAL SCHOOL, CAIRO

### **Resources**

- to keep track of the department budget and orders within the department;
- ensure the resources of the department are kept in good order;
- monitor the quality and effective use of classroom displays.

### **Role Specific**

- lead the process of subject evaluation and the development of the subject improvement plan (DIP);
- communicate subject improvement priorities to the SSLT in the formulation of the School Improvement Plan (SIP);
- undertake any other duties that can be reasonably expected by the Head of Senior School and Deputy Heads to ensure the effective implementation and delivery of the curriculum area and whole-school middle leadership functions.

*November 2021*