



Head of Department

Repton School and Repton Prep in the UK are part of a global family of schools. Teachers at Repton and Repton Prep should, throughout their professional practice (classroom, pastoral and co-curricular), consider opportunities for collaborative work between the two schools and with international partners. The Head of Department is the first reporting point for such proposed developments.

Core Purpose	To promote the subject and to lead its teaching throughout the school. To monitor and organise the teaching and learning of the subject within specialist taught year groups. To be a Form Tutor
Post Tenure	Permanent
Reporting to	Deputy Head as Line Manager and ultimately to the Headmaster
Team Responsibilities	<u>To lead</u> the departmental teacher team working within specialist taught year groups by chairing regular (normally weekly) departmental meetings. <u>To contribute to</u> the whole-school subject team comprising of self and the subject leaders in both Upper and Lower Prep through regular liaison and by presenting on subject initiatives. <u>To contribute to</u> the Academic Team and to engage positively with its work in setting and reviewing with whole school policies.
Budgetary Responsibilities	Holder of the subject budget for specialist taught year groups.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> • Promote the subject to pupils, staff and parents by organising special events, exhibitions and trips, displays of subject work where applicable and regular contributions to the school magazine. In this, HoDs share in the job of effectively marketing the school. • Teach a timetable of lessons across the Year 5-8 age range • Liaison with parents and governors – arranging subject information evenings and providing literature as necessary to help parents and governors understand the subject and the way it is approached in the school. • Liaison with Senior Schools – developing a through curriculum with the senior school, with reference to CE and transfer in particular cases.

	<ul style="list-style-type: none"> • To be familiar with the demands of CE, Common Academic Scholarship (if appropriate) and the National Curriculum with its assessment vehicles and to ensure that all members of the department are kept up to date. • To represent the Department in the Form Placement process. • Lead assemblies as part of a whole staff approach • Initiate and lead themed events • To be responsible for the production and updating of the Departmental Handbook. This should contain details of the <ul style="list-style-type: none"> ○ SEF and SDP (or similar tools involving whole school evaluation and development). ○ Schemes of Work for all forms in specialist taught classes. This section must make clear what is required and when, how and why the work needs to be done. Details should include the use of resources, assessment, cross-curricular links and the use of ICT as appropriate. Schemes need to show continuity and progression through Years 5-8 as well as linkage to and progression from class-taught forms in Lower School or Pre-Prep schemes of work. ○ Guidance on departmental resources, policies specific to the department, health and safety, pupil assessments and record keeping.
<p>Head of Dept. (cont.)</p>	<p>Lead the Departmental Team:</p> <ul style="list-style-type: none"> • Know what is going on in colleagues' lessons by observing lessons regularly. Encourage a culture of open doors and mutual support; • Monitor the quality of teaching and learning within the department in a positive and supportive manner; listen and offer guidance as necessary; • Carry out regular work scrutiny. • Be responsible for the induction of members of the department new to the school and act as mentor to NQTs. • Lead, monitor and encourage the appropriate professional development of the subject teaching team and contribute to their Performance Management. • Delegate and share tasks wherever possible and ensure that no one colleague becomes over-burdened. • Take part in the selection and interview of applicants for posts within the department • Chair regular departmental and subject meetings (above). Meetings should be minuted and copies of minutes distributed to participants with a copy to the Deputy Head – Upper Prep/SMT. <p>Support the Deputy Head Upper Prep</p> <ul style="list-style-type: none"> • Provide required information for the annual writing of the teaching timetable and make recommendations on staff/class deployment; • Manage the Departmental Development Plan (the subject component of the School Development Plan). This must be done in liaison with departmental colleagues and works over a three-year

horizon, establishing specific departmental targets to include resource development, staff development, pupil standards and learning management.

- **Oversee the Resources Available to Promote Learning**

- Use the subject budget to ensure that up-to-date learning materials are provided in subject teaching rooms.
- Liaise with the subject leaders and Deputy Heads Upper and Lower Prep to ensure that continuity and progression are evident within the resources available from age 3 to 13.
- Act as Line Manager to the Librarian, working in tandem to ensure effective use of the resources and budget.
- Liaise with the Library budget holder and the Head of ICT to ensure that suitable books and software are available.