

## **Candidate Brief for Heads of Academic Department**



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## Role Description for Heads of Academic Departments

Heads of Department are line-managed by the Deputy Head (Academic), who in turn is responsible to the Headmaster for all matters relating to the academic life of the School.

In addition to promoting enthusiasm for all things related to the academic subjects offered in their department around the School, the Heads of Department will be expected to develop strategies to enhance the academic progress of all pupils, which are consistent with the School's Academic Priorities and overall Strategic Plan.

## Specific Responsibilities

### Subject knowledge and teaching

- Line-managing all staff within their department.
- Overseeing and actively supporting the Continuous Professional Development (CPD) of departmental staff and ensuring the sharing of good practice.
- Ensuring equitable and effective delegation of responsibilities within their department, including teaching load and super-curricular activities.
- Assisting in the appointment of new members of staff to their department.

### Teaching & Learning

- Teaching an allocation of lessons that reflects the additional responsibilities of the Head of Department role.
- Promoting independent and active learning.
- Monitoring the quality of teaching and learning throughout their department.
- Ensuring that appropriate provision is made, on a departmental level, for pupils for whom adjustments are needed (e.g., those facing additional challenges in their learning, EAL, and the more able).
- Monitoring pupil outcomes, including examination results, tests and reports.
- Ensuring that the super-curricular opportunities (competitions, trips, lectures, Oxbridge preparation) are available and inspire our pupils to participate.

### Curriculum

- Developing an appropriately ambitious curriculum for each of the subjects in the department, ensuring that each of them incorporates the Public Examination specifications that best suit our pupils.
- Constructing and developing schemes of work for all year groups.
- Giving advice about subject choices, exam results and higher education to pupils, parents and guardians as appropriate.
- Liaising with the School's Examination Officer and examination boards on matters related to Public Examinations in their department's subjects.

## Administration

- Organising and chairing regular department meetings that enable all staff to contribute to planning and policy making.
- Playing an active role in Heads of Department meetings and attending any other meetings as directed by the Deputy Head (Academic).
- Taking responsibility for setting internal examinations.
- Preparing the department timetable, including the class set lists.
- Publishing an annual Department Report, Department Handbook and Department Development Plan.
- Ensuring the Department is well-resourced, and that classrooms, offices and corridors are inspiring learning spaces.
- Taking overall responsibility for the Department budget.
- Monitoring Health and Safety issues and conducting regular fire-drills.

## Admissions, Outreach & Marketing

- Taking overall responsibility for marking, analysing and, where appropriate, setting entrance tests at all points of entry in the school.
- Promoting and supporting Partnership and Community Engagement projects related to the subjects in their department, and helping to develop future projects.
- Ensuring that the departmental content of the website and intranet is accurate and up to date.
- Representing their department at internal and external events such as Open Days, Prep School events, the A Level Options Fair and other meetings as directed by the Deputy Head (Academic).

## Person Specification

It is not a requirement for applicants to have previously held a post as Head of Department. However, it is anticipated that the successful candidate will demonstrate evidence of their ability to lead and manage other teachers whilst maintaining their own standard teaching and learning practice at the highest level.

The successful candidate will be able to demonstrate the following:

### Subject knowledge and teaching

- Commitment to boarding school life and the ability to carry out the role of tutor effectively.
- A good honours degree in at least one of the subjects taught in the department or a good honours degree in a closely related subject.
- Ability to provide stimulating, well-planned lessons across the age and academic range within the School.
- Outstanding subject knowledge to challenge able pupils and achieve strong results at Sixth Form level in your own subject, and sufficient awareness of what constitutes excellent classroom practice to be able to effectively coach and mentor members of your department teaching subjects with which you are potentially less well acquainted.

### Pastoral and co-curricular duties

- Commitment to boarding school life and the ability to carry out the role of tutor effectively.
- Professional, yet caring and compassionate approach to working with pupils.
- Willing and eager to be involved in the school's co-curricular programme.

### Personal qualities

- The vision to develop and maintain their department's profile within the school and to lead it forward.
- Excellent communication skills (oral and written) when working with pupils, parents and colleagues.
- Conscientiousness, enthusiasm, and the ability to sustain long hours at times during term, including evenings and weekends.
- Ability to work independently and in a team.
- Ability to develop a rapport with pupils throughout the school.
- Strong organisational skills and the ability to meet deadlines.
- A positive attitude towards professional development and their own learning.

### Suitability to work with children

Shrewsbury International School India is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The postholder must comply with the School's Safeguarding & Child Protection policy at all times.

The postholder must undergo safeguarding & Child Protection training as directed by their Line Manager.

An enhanced Disclosure & Barring Service check will be completed on the successful applicant.

### Commitment to DEIJB Statement

Shrewsbury International School India is deeply committed to principles of Diversity, Equity, Inclusion, Justice and fostering a sense of belonging for all. Our intent is to create an inclusive and equitable community that values diversity and celebrates the unique identities of all our students, staff, and families. Guided by the principles of fairness and respect, we actively work to create an environment where everyone feels a sense of belonging and can thrive.

We are dedicated to upholding the values of:

- **Diversity:** We recognize and embrace the wide range of perspectives, cultures, backgrounds, and experiences that each individual brings to our community. We strive to cultivate an environment where differences are celebrated, and all voices are heard and valued.

- **Equity:** We are committed to ensuring fair access to opportunities, resources, and support for every member of our community. We will continuously evaluate and address systemic barriers to ensure that all individuals can achieve their fullest potential.
- **Inclusion:** We create spaces where all people are respected, welcomed, and supported, regardless of their race, ethnicity, gender, sexual orientation, socioeconomic background, religion, or ability. We aim to cultivate an environment where everyone is empowered to participate fully and meaningfully.
- **Justice:** We advocate for social and institutional change, challenging inequity, and confronting bias wherever it is found. We are dedicated to supporting a culture where fairness, accountability, and the dismantling of injustice are core to our mission and daily actions.
- **Belonging:** Above all, we believe in the importance of creating a community in which every individual feels valued and accepted. We strive to ensure that each person experiences a profound sense of connection and community.

As a school, we will continue to build upon these values through thoughtful curriculum design, professional development, community engagement, and the establishment of clear, actionable goals. We hold ourselves accountable to these standards and pledge to create a safe, welcoming, and empowering environment for all.

## Safeguarding & Child Protection

Shrewsbury International School India is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All candidates for roles at the school will undergo thorough child protection screening including checks with the Police.

- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo safeguarding & Child Protection training as directed by their Line Manager.
- Appointments will be subject to appropriate police check certification, International Recruits to the school will be required to provide a International Child Protection Certificate (ICPC).