

***Learning for Life***

**Head of Department**

**Job Description**

The following duties shall be deemed to be included in your responsibility for the management of the subject throughout the school.

Syllabus and documentation

1. Being familiar with the requirements in your subject of the National Curriculum, the Common Entrance syllabus and the scholarship requirements of those schools for which we may have candidates.

2. Ensuring that, in liaison with departmental colleagues, there are published Schemes of Work for each class. These schemes should be accessible working documents, available electronically, indicating clearly to all interested parties the work that children in any group are doing: topics for study, the children’s learning activities, any cross-curricular linking and where appropriate the National Curriculum attainment targets and levels covered.

The schemes should afford continuity, avoid unnecessary repetition, provide for a range of learning activities, meet National Curriculum requirements at least, and prepare pupils for Senior School and beyond. Schemes of Work need to be reviewed annually.

The Head of the Pre-Prep and teachers in the Years 3-4 Department will prepare and implement the Schemes of Work for their classes but the Head of Department retains overall responsibility for the teaching of that subject to the whole school. Heads of Department are responsible to the Deputy Academic for the organisation and running of their department.

3. Providing for teaching staff and other interested parties supplementary policy guidelines, for instance on aspects of teaching and the general day-to-day running of the department. Policy guidelines and advice for colleagues and other interested parties should be published in the form of a departmental handbook, available electronically.

Staff management

4. Supervising the work of teaching staff in the department, and the provision of necessary support, guidance and advice. Special attention will need to be given to the induction of staff new to the school or the department. The Head of Department should arrange to meet regularly (two or three times per term) with the new member of staff during the first year to discuss progress.

5. Monitoring the quality of teaching and assessment within the department. The Head of Department should observe each member of the department teaching at least once a year and from time to time inspect a sample of exercise books to monitor progress and assessment, including marking.

6. Preparing and submitting objective and constructive appraisal documents for members of the department in accordance with the school’s policy on staff appraisal.

7. Being part of the process of selecting, interviewing and appointing applicants for posts within the department.

8. Advising the Deputy Academic on proposed staffing for the forthcoming academic year.

Departmental management

9. The provision of and responsibility for appropriate, fresh, up-to-date teaching materials and aids: equipment, textbooks, reference books, both in teaching rooms and in the Library, pupils’ notes, reading lists, practice exam papers and audio-visual aids such as DVDs, computer programs, web pages, posters, artefacts etc. The compilation of a list of departmental resources, indicating age-groups for which they are best suited, for all interested parties.

10. Where necessary, the arrangement of sets within the department, in accordance with the school policy on set changes.

11. The management of departmental assessment of pupil progress, through examinations, testing and marking of work.

12. Maintaining an overview of the quality of report writing within the school in the subject. The Head of Department is not responsible for approving or proof-reading reports, but should read a selection of reports, especially those written by new or less experienced colleagues, and then work with colleagues if appropriate to ensure that the required quality of report writing is met.

13. Formulating with the agreement of the Deputy Academic annual departmental targets and overseeing their implementation.

14. Meeting the Headmaster and Deputy Academic at the end of the school year, to report on progress made during that year, including an overview of examination results. Reporting every two years to the Governors’ Academic Committee.

15. The calling of regular, formal departmental meetings (at least one per term for larger departments and at least one annually for smaller departments) to discuss the work of the department. Such meetings might be concerned with examinations, new resources, new areas of the syllabus, up-dating schemes of work, individual children, sharing techniques etc. Minutes of such meetings should be passed to the Deputy Academic.

16. Meeting regularly with the appropriate Head of Department at Wellington College. Where appropriate, developing links between Eagle House and Wellington College, for instance through visits, exchanges, shared Continuing Professional Development. Establishing curricular links with other schools to which we regularly send pupils.

17. Meeting regularly with the subject co-ordinator in the Pre-Prep to discuss Pre-Prep teaching in the subject, if applicable.

18. Visiting the Pre-Prep and the Years 3-4 Department regularly to observe their work and speak to the teachers.

19. The particular promotion of the subject within the school and, if possible, within the school community, by laying on occasional special events for children or parents or both.

20. The display of subject work in classrooms and in other appropriate locations.

21. Dealing with queries and complaints from parents or other interested parties relating to the work of the department, where appropriate (always in the case of complaints) referring issues to the Deputy Academic and/or the Headmaster for further consideration.

22. Attendance at subject curriculum meetings and appropriate refresher courses and the encouragement of departmental staff to do likewise. The provision of information about forthcoming courses. Ensuring that, on their return to school, department staff attending courses brief colleagues on information gained.

23. Keeping departmental staff aware of developments in the subject, through IAPS, ISEB and SATIPS circulars, area meetings, inspection reports etc.

24. The management of the departmental budget.

As a member of the Heads of Department

25. Attending regular Heads of Department meetings, disseminating to departmental colleagues information shared and decisions made.

26. Regularly reviewing current school academic policies, ensuring that the department is following those policies or, if appropriate, proposing amendments to those policies to the Deputy Academic

Revised H Brice

Deputy Academic

January 2020