

**Job Description: Head of Department**

This is in addition to the roles and responsibilities described in the generic job description for teachers.

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

**Line Manager: Mr Bertie Cairns (Deputy Head, Academic)**

**Overseen by: Mrs Sarah Labram (Headmistress)**

<b>AIMS OF POST OF RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li><i>To sustain and improve the quality of education offered to the pupils in the school through promoting the highest possible standards in an environment which is conducive to excellence in learning and teaching.</i></li> <li><i>To develop and present the subject in a manner which inspires wonder and a thirst for understanding.</i></li> <li><i>To promote the ethos of the school through participation in the construction and implementation of the school development plan and in relevant curriculum committees.</i></li> </ul>
<b>Specific Responsibilities as Head of Department</b>	
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>To cultivate and develop departmental self review so as to ensure good progress in standards of teaching and learning;</li> <li>To oversee the quality of the departments' writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries;</li> </ul>
<b>CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;</li> <li>To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised school activities elsewhere.</li> </ul>
<b>COMMUNICATION AND MEETINGS</b>	<ul style="list-style-type: none"> <li>To attend Heads of Department and other meetings as appropriate;</li> <li>To conduct Department meetings, ensuring the provision of agendas and minutes;</li> <li>To ensure the discussion and transmission of departmental issues and policies to all relevant parties;</li> <li>To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior management and to other members of middle management;</li> <li>To be aware of the departmental website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator.</li> </ul>
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>To formulate the department's annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and all other resources;</li> <li>To oversee the provision and maintenance of effective resources for               <ul style="list-style-type: none"> <li>learning - textbooks, pupils' materials, equipment, rooms etc.</li> </ul> </li> </ul>

<p style="text-align: center;"><b>CURRICULUM</b></p>	<ul style="list-style-type: none"> <li>• To lead the department by means of effective teaching, professional vision and knowledge;</li> <li>• To plan with the team for the development of the department and to write the departmental development plan in consultation with the team and within the framework of the school's development plan;</li> <li>• To review syllabuses proposed by Awarding Bodies and select those which are most appropriate in the context of the School;</li> <li>• To maintain, develop and monitor schemes of work within the framework of the School and the requirements of examination boards, working collaboratively with the whole team;</li> <li>• To arrange, in consultation with members of the department and the Deputy Head (Academic), the deployment of those members within the timetable;</li> <li>• To organise the arrangement of classes within the school's agreed policies;</li> <li>• To oversee SEN/LDD, G&amp;T and EAL provision within the department;</li> <li>• To support members of the department in maintaining sound discipline within the School's agreed procedures;</li> <li>• To monitor the quality of teaching and learning within the department;</li> <li>• To ensure that curricular records are kept and reports written;</li> <li>• To ensure that Health and Safety issues are properly understood and procedures followed effectively and consistently.</li> </ul>
<p style="text-align: center;"><b>LINE MANAGEMENT DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• To participate in the appointment of staff to the department and in the drawing up of their specific job descriptions (if required);</li> <li>• To promote development and training opportunities for the department;</li> <li>• To take an appropriate part in the school's appraisal process, both as appraiser and as appraisee;</li> <li>• To induct NQTs as required;</li> <li>• To co-ordinate training of BTs as required;</li> <li>• To line manage members of their department.</li> </ul>

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.