Head of Department Job Description

The Heads of Department are responsible to the Head of College.

Responsibilities include:

- Ensuring the smooth running of the department
- Support for all (especially new) members of the department
- Co-ordinate the staffing of teaching in all year groups: to provide this information to the Deputy Head (Academic) to aid with timetabling
- Monitoring work set by absent colleagues
- The maintenance of a current specification for their subject, including relevant sections of the National Curriculum
- Creating and maintaining up-to-date departmental handbook including schemes of work
- Identifying and liaising with Deputy Head (Co-Curriculum and Personnel) over departmental INSET needs
- Notifying the Bursar of maintenance needs within the departmental teaching areas, advising on classroom furniture, furnishing, appearance and display
- Liaising with SEN and EAL departments
- Assume responsibility for departmental safety, where applicable
- Support and provide resources for the library as required
- Encouraging cross-curricular teaching and learning, as appropriate
- Support the PDR process, as required

Marking and Assessment

- Co-ordinate the approach to marking, assessment, target setting and feedback to students in order to promote consistency
- To monitor the marking to ensure that it is in accordance with the School's Marking Policy: to provide the Deputy Head (Academic) feedback on this as required

Exams

- Work with the Exam Timetabler on structure of assessment in your department
- Being responsible for making and checking public examination entries at GCSE and A Level
- Ensuring that GCSE and A Level regulations are observed
- Oversee the generation of internal school exam papers to ensure a standardised approach to such assessment

Trips

- To co-ordinate the provision of trips for all year groups (working with the Deputy Head Co-curriculum and staff)
- To develop enrichment trips outside school, provision of in-house conferences and activities that will promote your department in general for all Key Stages

Marketing

- To work with the Marketing Department to provide publicity materials
- To work with the Head of Careers and Head of Sixth Form to promote the study of your department to aid employability or access to Higher Education

Teaching and Learning

- Keeping up to date with curriculum development and specification changes in their subject
- Co-ordinate the generation of Schemes of Work to ensure a uniform approach
- Maintaining the quality of teaching and learning in their department and ensuring that high standards of teaching are maintained (including the setting and marking of work and classroom discipline)
- To discuss the current and future provision of your department in the Senior School Curriculum
- Ordering resources and equipment in keeping with the Accounts and Procurement Procedure

Meetings

- To ensure that a regular meeting is held: to co-ordinate the Agenda for such meetings, and to ensure that Minutes are generated and passed to the Deputy Head (Academic)
- Attend meetings of the Heads of Department to discuss academic policy and curriculum development
- Attending (or hosting) annual Monmouth Group meetings for Heads of Department

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's programme of Professional Development and Review (PDR).

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). *Rendcomb College is an equal opportunities employer*