



Secondary Head of Department – JOB DESCRIPTION

Each Job Description is an outline of the role it describes. Included are the priorities which the School sees as most important at this time. These priorities will be the focus of the post holder, but the intention is that those holding posts of responsibility will use the Job Description as a starting point and go beyond it in order to provide excellent leadership in the area of responsibility.

Those who are most successful will take the Job Description and use it to develop their area by showing initiative and pushing the boundaries in the best interests of our students, colleagues and the School – thus ensuring a practical application of our Vision: ***Become the Best that You can Be.***

Job Title:	Head of Department
Campus:	Secondary Campus
Report to:	SLT Line Manager

PURPOSE OF ROLE:

To provide professional leadership and management of the department, to support and develop teaching staff within the department and to hold them accountable for students’ progress.

To lead, develop and manage the department, to improve standards of learning and raise achievement of students.

All members of staff at Panyathip British International School promote and demand high standards and high expectations to ensure all learners make exceptional progress.

KEY ACCOUNTABILITIES:

- Providing a bright, attractive and safe environment in which the well-being of your students is paramount and is conducive for children’s learning.
- Being accountable for the learning, attainment, progress and outcomes of the pupils you teach, aiming to achieve the highest possible standards in work and conduct.
- To lead and manage a highly effective team with a culture of collaboration, high expectations and accountability.
- To ensure that Teaching and Learning is engaging, challenging and creative across the faculty through robust monitoring, effective staff development and feedback and sharing of best practice.
- To track pupil progress and ensure that swift actions are taken to address underachievement through quality teaching and targeted interventions.
- To oversee the Curriculum from Year 7-13 ensuring that students are equipped with the knowledge and understanding required to be successful in examination and beyond in the wider world.
- To produce annual Faculty Self Evaluation and Improvement Planning, monitoring the impact of actions on the quality of education provided across the faculty.
- To ensure that line management and appraisal processes are robust and enable staff to develop into autonomous and highly competent practitioners.
- To ensure that you and staff in your faculty promote the school’s Panyathip Pillars



- To ensure that Behaviour standards are high at all times through consistent implementation of the school's behaviour policy.
- To oversee and evaluate budget allocations to ensure the budget is spent in line with priorities and the principles of best value, ensuring all resources are maintained safely and in good order.

SPECIFIC DUTIES AND RESPONSIBILITIES

To lead and manage the team:

- To ensure a co-ordinated approach to teaching, learning, and assessment, recording and reporting in line with whole school policies.
- To ensure a co-ordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those with EAL needs so that all students make excellent progress.
- To ensure that the curriculum is planned meticulously from Year 13 down to Year 7 so that there is a clear and coherent progression of knowledge and skills, tailored to provide optimum challenge to students of all abilities.
- To ensure that high quality enrichment activities are planned to enhance the core curriculum and provide opportunities to develop cultural capital and intellectual curiosity.
- To monitor and evaluate the effectiveness of the curriculum through data, observation and review of learning through books and schemes of learning.
- To keep abreast of new developments in the subject and disseminate relevant information to the team, including regular liaison with primary schools re updates to the primary Science curriculum.
- To foster the development of the team through collaboration, shared planning and subject specific CPD so that all members of the team make a valuable contribution and have opportunities to learn new knowledge and skills.
- To be outward looking and learn from other high performing departments, forming beneficial links and partnerships.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified and effective intervention implemented to close gaps.
- To liaise effectively with other teams within the school (Inclusion, Pastoral, other Faculties) to ensure that students are supported and enabled to achieve excellent outcomes.
- To ensure that school assessment structures have optimal impact on student learning and progress and that data led, precision teaching closes knowledge and skills gaps for students.
- To regularly review, compare and standardise assessments so that they are rigorously testing the key areas of knowledge and understanding expected at each stage of learning.
- To ensure accurate progress data is submitted by agreed whole school deadlines.
- To implement the school rewards system for celebrating student achievement, e.g. regular display of beautiful work, assembly citations, rewards and informing relevant parties in school and families.
- To work with the SLT person responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To support the recruitment and induction of new staff into the faculty.

- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene team meetings and ensure notes of discussion and action are kept.
- To liaise with parents/carers, as and when appropriate, responding to enquiries, comments and informal complaints effectively
- To monitor and ensure the allocated capitation is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To ensure that the general environment within the department is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to person in charge of premises and facilities.
- To liaise with the SLT person responsible for timetable over staff deployment and timetabling.
- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team.
- Participate in the regular review of this job description.

TEACHING

- Teaching subjects as required and agreed with the Headteacher based both on your specialisms and the needs of the School.
- Establish a safe and stimulating environment for pupils rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

Promote good progress and outcomes by pupils

- Be accountable for pupils' attainment, progress and outcomes
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and the impact this has on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.

Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

Plan and teach well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time
- Promote a love of learning and children's intellectual curiosity
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Miscellaneous Matters

- Modeling high standards of professional behavior, setting an example for the community.
- Attending all events on your campus, as required.
- Supporting PBIS by attending all whole School events as appropriate.
- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents with regard to pupils' achievements and well-being.

KEY RELATIONSHIPS

Working alongside:

Secondary Leadership Team Members

Liaising with:

Lao and Other Specialist Teachers

Reporting to:

Assigned Deputies



ໂຮງຮຽນ ນານາຊາດ ປັນຍາທິບ
PANYATHIP BRITISH INTERNATIONAL SCHOOL
白云碧英国国际学校