**Job Description**

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| **Section** | Secondary & Sixth Form |
| **Position** | Head of Department |
| **Reporting to** | Deputy Principal, Secondary & Sixth Form |
| **Duties and responsibilities** | **Strategic planning & leadership**   * Designs work plans and action plans that are aligned to school’s Vision and Mission. * Manages the department and makes sound decisions on professional and administrative matters. * Leads in the development and implementation of schemes of work, policies and strategies within the department. * Plans and manages finances necessary for the department to function. * Monitors student progress to plan for follow-up and support as appropriate in order to raise attainment. * Works collaboratively with stakeholders to strengthen the educational programme and to build strategic partnerships. * Upholds and enforces school policies, administrative procedures, school rules and regulations.   **Curriculum, teaching and learning**   * Demonstrates knowledge on curriculum matters to bring about school effectiveness in teaching and learning. * Demonstrates a strong grasp of subject matter in order to plan, prepare and deliver lessons. * Provides a role model for staff in pedagogy and motivates the department to develop effective practices in teaching and learning. * Design assessments and provide timely feedback to facilitate student learning. * Monitor and maintain records of students’ academic progress and social development. * Provide regular constructive feedback to students on how they can improve and maximise their potential to the fullest.   **Staffing**   * Deploys staff efficiently, effectively and equitably. * Enhances effective working relations, such as promoting teamwork, encouraging leadership and motivating staff. * Monitors, supports and mentors staff of the department.   **Professional development**   * Participate in department meetings, school-wide training events and attend relevant training workshops as identified by the school. * Work with staff in the department, other Heads of Department and the school leaders to review curriculum, pedagogy and assessments. |
| **Personal qualities** | * Excellent class management skills * Excellent interpersonal and communication skills * A good team player |
| **Education qualifications** | * A good University degree in the subject content area is required * Recognised teaching qualification such as PGCE |
| **Experience** | * Proven track record of AS/ A-Levels and/ or IBDP results preferred * Minimum 5 years of teaching experience * Minimum 2 years of experience as a Head of Department |