**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.
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| **Personal qualities** | * Excellent class management skills
* Excellent interpersonal and communication skills
* A good team player
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| **Education qualifications** | * A good University degree in the subject content area is required
* Recognised teaching qualification such as PGCE
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| **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
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