**JOB DESCRIPTION**

**Head of Department**

Heads of Department are key middle leaders within the school structure and their role therefore carries significant leadership and management responsibilities. Their areas of responsibility include: vision for the department in line with that of the Faculty, strategic planning, monitoring and evaluation, teaching and learning, behaviour, resources and learning environment, Performance Management, oversight of curriculum and quality of reports.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status.

**Job purpose**

The primary purpose of the Head of Department is to ensure that the quality of teaching and learning in the department is of the highest possible quality for all students. Specifically, they should ensure that:

* Lessons are conducted in a manner which will nurture the *‘I want to learn’* characteristics in all students.
* Students receive the guidance and support necessary for them to perform at least in line with their ability.
* Staff are led and managed in a manner which encourages them to perform at their best. This must include the development of a clear vision for the Department which is line with and supports that of the Faculty and which is communicated to all staff in a manner that encourages ownership, team spirit and commitment.
* They contribute and represent the department in the production and evaluation of a strategic three-year Faculty plan which illustrates and supports the department’s / faculty’s vision.
* The curriculum for the subject meets the demands of the National Curriculum or Examination Syllabus and addresses the needs of all students. This role may be delegated to a Key Stage leader.
* The quality of teaching and learning are monitored and evaluated, including the quality of lesson planning, classroom delivery, marking and assessment, differentiation and classroom management.
* All members of staff within the department go through the Performance Management cycle in the manner specified in the school policy.
* All the resources available to the department are used effectively to deliver the highest possible quality of education to the students.
* The behaviour of students in lessons and around the department area supports the school’s ethos, which is underpinned by the demonstration of respect themselves, other people and their environment.
* School reports produced by members of staff in their department are of high quality and in line with the specifications of our school policy.

**Specific responsibilities for the Head of Geography**

* Use formative and summative data to improve learning in line with Faculty
* Oversee the planning and running of Geography trips and fieldwork across all key stages