



JOB DESCRIPTION

Job Title: Head of Department
Reports to: Deputy Head (Director of Studies)

A Head of Department is expected to lead, manage and motivate their department. Their specific responsibilities, which will differ according to the academic discipline of the department, are as follows:

- Management of the Department
- Responsibility for his departmental colleagues, both in the framework of the school's review process, giving guidance and advice and by encouraging attendance on appropriate INSET courses; for support of staff more generally.
- Development of and articulation of departmental policy, and the dissemination of management decisions to colleagues, through regular minuted department meetings.
- Management of the departmental budget, in conjunction with the Academic Deputy Head.
- Advising and assisting the Head Master on appointments and the induction of new members of staff in conjunction with the Deputy Head (Director of Studies) and Principal Deputy Head.
- Developing the school's development plan.

Standards

- A Head of Department is expected to exercise 'quality control' of teaching and assessment both informally and in the context of annual department staff review, and to keep the Senior Management of the school informed of their findings and action. In this context, teaching is understood to include classroom management (eg discipline, punctuality, etc).
- Staff probationary reviews and annual professional development reviews, including regular observations, of members of their department, the record of which is provided to the Deputy Head (Director of Studies).
- A Head of Department is responsible for the standards of teaching and assessment in their department.
- Evaluation of the department's public examination results and the work of the department, on an annual basis, for the Head Master and the department.

Curriculum

- Keeping the department in touch with developments in specifications and in the department's subjects more generally.
- Publication, development and evaluation of departmental handbooks and schemes of work in conjunction with the Deputy Head (Director of Studies).
- Planning of the department's staffing allocations and timetable in conjunction with the Deputy Head (Director of Studies).
- Providing documentation for handbooks, prospectuses or leaflets for guidance to pupils.

Administration

- Choosing, ordering and distribution of appropriate teaching materials in conjunction with their colleagues.



- Administration arrangements, including internal exams and public exams (with the Exams Officer), book charges, stock taking and other such tasks as affect the department.
- The organisation and monitoring of Sixth Form private study.

Other issues

- Organisation of extra-curricular activities.
- Provision of up-to-date information and advice on courses of study in higher education. It is expected that the Head of Department will develop contacts in the world of higher education, in conjunction with the Assistant Head (6th Form).
- Risk assessment and health and safety matters, in conjunction with the Assistant Bursar.

Miscellaneous

- Such other tasks which are particular to the department's activity:



Appendix to General Job Description for a Head of Department

Guidance on meeting responsibilities for the 'quality control' of teaching learning and assessment:

The manner in which quality control is exercised will be influenced by the prevailing school and departmental cultures, personal leadership style and relationships. The comments offered here are an attempt to help HoDs fulfil their responsibilities.

HoDs need to be able to be sure that teaching enables pupils' learning to be of a high quality. They should be helped in ensuring this by the school appointing high calibre staff, making available professional development and arranging balanced teaching timetables. It is proper to assume that our colleagues are competent, conscientious professionals; the monitoring of colleagues' work, i.e. the gathering of information, should serve the dual purpose of feeding into the development of a department's practice and exercising quality control. In a busy school with a hectic schedule, all of us are likely to take our eye off the ball at various times; it is important that HoDs – in this area – are able to inform themselves of any difficulties in order to judge whether action (support, reminder, chivvying) is needed to prevent the situation from worsening.

The following need to be monitored: teachers' punctuality, quality and frequency of marking, appropriateness of homework, quality of learning (progress over time and attainment), adherence to schemes of work and school (e.g. registration, sanctions, SPaG, risk assessments) or departmental policies (for which the degree of prescription will vary between departments), the appropriate and varied use of resources.

The methods used to exercise quality control may include any or all of the following:

- themed departmental meetings to discuss current practice and to review departmental policy on marking, aspects of lesson planning, delivery of skills, etc.;
- exchange of marking between paired colleagues prior to a departmental meeting or Inset day;
- mutual lesson observations by paired colleagues of a year group;
- collation of central particular marks (e.g. in exam groups involving two teachers);
- HoD or his/her delegate looking at a sample of marking from all colleagues for examples of good practice or consistency between staff;
- reminders, on paper or verbally, of policies, schemes of work, assessment point criteria, report writing;
- reading of a selection of reports or comments.

Each Head of Department is responsible for their own budget and should check their budget before any purchase orders are raised and write the code and department that they have checked on the purchase order.