

HEAD OF DEPARTMENT

JOB DESCRIPTION

Title: Head of Department

Responsible to: Director of Studies

Purpose of role

The Head of Department is responsible for achieving high standards by leading and managing improvement in teaching and learning in the subject.

The Head of Department ensures that high standards are achieved by:

1. Creating shared values for achievement expressed as expectations and modelled through the consistent way all staff teach the subject.
2. Devising and overseeing schemes of work that support good teaching and learning in each key stage.
3. Leading and managing all learning and teaching of the subject.
4. Devising and maintaining the Departmental Handbook.
5. Supporting all subject staff to improve learning and teaching through development of confidence and individual skills in teaching the subject, and in classroom management.
6. Establishing and maintaining a climate within the subject which is inclusive, safe and secure, and where positive behaviour is learned and taught by all.
7. Managing and monitoring formal and informal assessment within the subject to support pupil progress and high standards of achievement.
8. Leading curriculum development within the subject and acting as a source of advice, guidance and authority on the subject within the school.
9. Promoting appropriate integration of the subject between Pre-Prep, Middle School and Upper School.
10. Encouraging cross-curricular cooperation where possible.
11. Encouraging the appropriate use of ICT as an aid to teaching and learning.

General guidelines

- Clear and effective communication of the school's beliefs and values; regular reminders for all teachers of the subject about these values.
- Clear communication about the responsibilities of all teachers of the subject, especially in setting and marking of work.
- Regular communication about school systems as described in the staff handbook and any departmental procedures; induction of new teachers and temporary teachers in these systems.

- Clear and accessible statements of pupil success criteria covering the different stages at which the subject is taught.
- Having good, up-to-date knowledge of their subject and informing the Senior Leadership Team and Governors of relevant developments in the subject.

Schemes of Work

- Co-ordinating subject schemes of work that meet school requirements, including long, medium and short-term plans.
- Ensuring that the subject schemes of work provide effective guidance to support good teaching and learning, and pupil progress.
- Ensuring that schemes of work give subject-related guidance on planning lessons to promote good behaviour and success.
- Ensuring subject schemes of work meet the requirements of any syllabuses of external assessments.
- Ensuring that subject schemes of work take account of advice available from relevant national and local sources of advice on good practice.
- Establishing subject homework procedures and guidance, in line with the School policy and procedures; monitoring the setting and marking of homework in their subject.
- Monitoring and evaluating the schemes of work and reviewing the schemes of work each year.

Teaching and Learning

- Representing departmental views at Heads of Department meetings and to the Senior Leadership Team when appropriate.
- Promoting, through leadership, guidance, sharing good practice and effective schemes of work, a high quality of teaching and learning in the subject.
- Ensuring that all staff follow school guidance and procedures in teaching the subject.
- Ensuring that all staff follow the schemes of work in teaching the subject.
- Ensuring that all staff teaching within the subject have sufficient resources and guidance to teach effectively.
- Implementing the rewards and sanctions system of the school, namely:
 - Supporting subject staff in their teaching;
 - Passing on news of successes;
 - Ensuring subject displays are of high quality;
 - Ensuring subject staff are rewarding pupils appropriately;
 - Liaising with tutors and Second Master over sanctions
- Ensuring contact with parents arising from subject teaching goes through tutors and Director of Studies
- Acting as a source of advice, guidance, support and authority to the subject team.
- Holding regular departmental meetings and ensuring these are chaired and recorded, with copies of minutes to the Director of Studies.
- Linking with other Heads of Department, under the direction of the Senior Leadership Team, to develop cross-curricular initiatives.

- Managing the departmental budget according to School policy, so as to ensure value for money; producing accurately costed development bids for any resources outside the annual departmental allocation.
- Ensuring that department rooms, resources, materials and notice boards are well maintained.
- Managing the liaison between subject staff and Learning Support; meeting the Head of LS to discuss pupils on the LS register; ensuring that all teachers have identified those pupils whom they teach who are on the LS Register; to have read all IEPs for pupils being taught in the subject and to ensure staff make regular references to IEP targets in guiding the pupils.
- Managing the day-to-day work of any non-teaching staff supporting work in the subject area and liaising regularly with the Bursar over any proposed changes to the long-term direction of their role.
- Ensuring Health and Safety regulations and related School and Governing Body policies are met within the subject.

Professional Development

- Supporting the Professional Development for teachers in the subject.
- Liaising with the Director of Studies to provide staff development opportunities for the subject team.
- Organising the induction of new staff in their subject area, ensuring they are well informed and receive any necessary support.
- Observing all staff who teach in their subject at least once per year, discuss the observations with each individual and report on standards observed to the Director of Studies, using the appropriate pro formas.

Pupil Progress and Assessment

- Leading implementation of assessment within the subject, including the school marking and assessment policies, to support pupil progress.
- Monitoring assessment within the subject, including the school marking and assessment policies to ensure consistency within department.
- Leading the use of assessment information to enable teachers to set appropriate subject progress targets and review and evaluate pupil progress.
- Supporting the teaching of staff to ensure pupils understand their subject progress targets and what next steps to take to attain those targets. This will include collating material for reports requested by the Director of Studies for Senior Schools and for meetings with parents.
- Ensuring all teachers of the subject keep detailed records of individual pupil progress; to make available information, as requested, of the attainment of pupils within the subject at each assessment cycle.
- Co-ordinating the reporting to parents of information from the subject area; to ensure that reporting meets school policy.

Other Professional Requirements

- To work to the direction of the Headteacher on any other matters relating directly to this role which may from time to time occur.

- The Head of Department has, in addition to this teaching and learning responsibility, the professional requirements of the subject teacher set out within that separate job description.
- The Head of Department may also be a Form Teacher and/or a Tutor: details specific to those roles are available.

Annual Review

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Dr Steve Bailey
Headmaster
September 2017