



An independent 11 – 18 girls' day and boarding school in Brighton



The post of Head of Department

The Role

The role of Head of Department (HoD) focuses on the importance of teaching and learning.

Key Responsibilities

1. **Teaching and Learning:** HoDs will secure and sustain effective teaching, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.
They will:
 - a. *be an excellent teacher*
 - b. *promote the importance of improving and promoting teaching and learning to pupils, staff and parents*
 - c. *review teaching and learning for their own department through a programme of lesson observations and work scrutiny and from this draw up ideas for improvement*
 - d. *implement strategy to improve teaching and learning within their department*
 - e. *ensure that pupils are assessed, supported and tracked individually and consistently; exam entries are made and other necessary administrative responsibilities fulfilled*
 - f. *attend meetings with the Deputy Head, Academic to discuss teaching and learning within their department.*
2. **Strategic direction and development of teaching and learning:** HoDs will help to plan a successful teaching and learning future for the school within the context of the school's aims and policies. They will have:
 - a. *a carefully planned approach within their own department to the development of excellent teaching and learning*
 - b. *a willingness to engage in professional development in order to become up to date in their understanding of teaching and learning*
3. **Leading and managing staff:** HoDs will support the Assistant Teachers in their teams by:
 - a. *Leading and managing their own department in an exemplary manner; including the appointment and induction of new teachers, professional support and development for*

- colleagues, maintaining high standards in all aspects of the department; and representing the needs of the department to senior management*
 - b. Generating positive relationships with colleagues*
 - c. Ensuring that schemes of work and other departmental documentation are reflective of the aims for the school, the needs of the pupils and compliant with regulations*
4. **Efficient and effective deployment of staff and resources:** HoDs identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. This is done through:
- a. Regular team meetings*
 - b. Supportive and thorough performance management and appraisal*
 - c. An ability to find resolution for interpersonal difficulties*
 - d. The encouragement of a positive learning environment*
 - e. The development of learning opportunities outside the classroom via trips, activities etc.*
 - f. The management of departmental resource needs, monitoring departmental expenditure, overseeing the management of department resources and IT software*

Skills of a Head of Department

- *Leadership skills:* attributes and professional competence.
- *Communication skills:* the ability to make points clearly both orally and in writing and understand the views of others - pupils, parents, staff, other stakeholders and the public.
- *Self management:* the ability to plan time effectively and to organise one-self well.

Person Specification

- Adaptability, resilience, energy and perseverance
- Self-confidence and enthusiasm
- Intellectual ability
- Reliability
- Emotional intelligence
- Good organisational and time-management skills
- Judgement and attention to detail
- Ease with, and interest in, young people
- Understanding or experience of leadership and management of a subject

The HoD is expected to attend regular meetings with the Deputy Head, Academic.

The HoD is expected to have gained grade 1 in lesson observation.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an EEA check, an enhanced DBS check and a safeguarding interview.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.