HoD/4
September 2017

HEADS OF DEPARTMENT – JOB DESCRIPTION

1 General

The post of Head of Department is an important key middle management position. A Head of Department is a team leader with responsibility for all aspects of the management of the members of the department. He/she should aim to inspire and to facilitate the best possible teaching and learning in his/her subject. He/she should aim to generate an enthusiasm for the subject amongst teachers and pupils and to promote the subject within the school.

2 Responsibilities to Members of the Department

a) To lead, train, guide and support members of the department and to oversee their career development in conjunction with the Head Master, making recommendations (via the Deputy Head) for appropriate in-service training.

b) To arrange department meetings for the subject on a regular basis and to keep minutes of these meetings.

c) To ensure that the department is aware of all school and department policies.

d) To ensure regular and effective liaison with colleagues in the Preparatory School, Learning Support department, the ICT department and Library staff.

e) To delegate departmental duties by agreement with regard to each colleague's interests, abilities and his/her overall commitment to the school; to provide an ICT representative for the department; to provide job descriptions for positions of responsibility within the department.

f) To agree the allocation of lessons to the department in the weekly timetable with the Deputy Head.

g) To allocate the teaching of sets in the subject within the constraints of the timetable, ensuring the fair distribution of age groups and ability groups.

h) To induct new staff, within the school's policy, and monitor their progress in liaison with the Deputy Head with special responsibility for newly qualified teachers.

i) To arrange mentors for PGCE trainee teachers when they are attached to the department and to work in liaison with the member of staff i/c PGCE students.

j) To arrange lesson cover for absent colleagues, using the Shadow Timetable system (via the Deputy Heads' Office Manager) if the lesson cannot be covered within the department.

k) To provide job descriptions for assistants, secretaries and technicians where appropriate and to direct their work.

3 Responsibilities to the Pupils

a) To provide the best possible educational experience both in and out of the classroom, for pupils of all abilities and at all levels in the school.

b) To ensure the provision of the highest quality teaching and of access to a range of activities as outlined in the scheme of work.

c) To provide informed advice on university entrance and courses in further education. To arrange for appropriate preparation for all university candidates, including Oxbridge and to ensure effective liaison with the Head of University Entrance.

4 Responsibilities to the Head Master

a) To generate and review a development plan for the subject within the school's general educational policy, and to work in close liaison with the Deputy Head.

b) To inform the Head Master (via the Deputy Heads) of successes arising from the work of pupils studying the subject and of any pupils posing or encountering problems.

c) To bring forward problems of any kind arising from the teaching of the subject and to inform the Head Master of any staffing matters.

d) To advise on the performance and development of colleagues within the department

e) To write job descriptions for appointments; to help short-list and to interview candidates for vacant posts in the department.

5 Matters relating to the Administration of the Department

(i) Budget, Resources and Planning

a) To prepare the annual budget request for the Deputy Head and to manage the department budget, in conjunction with the Accounts Department.

b) To prepare and update annually a department development handbook in accordance with the school's guidelines.

c) To prepare or acquire suitable resources for the teaching of the subject at all levels

d) To maintain resources in good order and to organise and store departmental resources in a way that provides ready access to colleagues and maintain an inventory of departmental resources, as required by the Bursar.

e) To arrange for the adequate equipping of departmental rooms where the subject is taught, in consultation with the Assistant to the Deputy Head and to notify the Works Department of any immediate repairs needed to the fabric, fixtures and fittings of these rooms.

(ii) Curriculum

a) To prepare and maintain detailed schemes of work at all levels for use by members of the department.

b) To establish and to maintain links with institutions and organisations outside the school, as appropriate.

(iii) Assessment

a) To prepare and maintain a published assessment scheme and policy for the department, within the school's overall policy for examinations and assessment.

b) To select syllabuses and public examinations within the school policy, compatible with the needs and attainment of the pupils. To make appropriate arrangements with the Examinations Officer for public examinations.

c) To make arrangements in liaison with the Examinations Officer and the Assistant Deputy Head for internal school examinations.

d) To maintain records and ensure completion of coursework by all candidates according to the requirements of Examination Boards. To agree the timing of large assignments with the Deputy Head. To liaise with other departments where there is an overlap of syllabus content or when skills are transferable.

e) To submit to the Head Master and Deputy Head an analysis of the results of pupils within the department, based on their performance in public examinations, and to keep a record of these.

(ii) General Administration

a) To attend Heads of Department meetings and other meetings as required by the Head Master.

b) To arrange for the circulation and updating of set lists in the subject.

c) To advise the Assistant to the Deputy Head of candidates for school prizes in the subject.

d) Where appropriate to arrange department exhibitions to secure suitable publicity for the department's work within and beyond the school and to give presentations at staff meetings, Heads of Department meetings or other meetings as required.

e) To help maintain corridors and other public spaces within the department in good order and to seek to provide an attractive and stimulating environment in which to work.

f) To carry out risk assessments in the department as required by the Domestic Services Manager.

g) Adhere to the College Health and Safety Policy and all associated requirements, to help ensure your safety, as well as the safety of those affected by what you do.

(iii) Interviews and Admissions

a) To conduct entrance tests and examinations as required, notably Transfer Examinations, Common Entrance and Scholarship Examinations at 13+ and 16+.

b) To interview candidates for admission, and to provide tests for special entrants, as required by the Director of Admissions.