



COLLEGIATE

INDEPENDENT CO-EDUCATION

PRE-SCHOOL TO SIXTH FORM

Head of Department Job Description

The Head of Department is the curriculum team manager who shares with the Senior Management Team and Directors of Faculty the school's responsibility for delivering to the pupils the curriculum within a designated subject area, ensuring that each pupil receives positive encouragement to develop their potential to the full according to the stated aims of the school.

The Director of Faculty will review, with the Head of Department's agreement, their deployment on a termly and/or annually, depending on the strategic and operational priorities.

Summary of the role:

1. Operational / Strategic Planning
2. Leading and Managing Staff
3. Teaching and Learning
4. Information and Data Management
5. Communication and Liaison
6. Management of resources
7. Compliance

Line Management Responsibilities:

Teachers within the Department

Main duties and responsibilities:

1. Operational / Strategic Planning

- With the Director of Faculty, set and manage the delivery of the department development priorities.
- Lead the department in the formulation of policies and procedures and ensure consistent application.
- Responsible for ensuring that the appropriate syllabuses are taught and that the necessary resources are available for all colleagues in the department.
- Proactively manage all examination processes within the department.

2. Leading and Managing Staff

- Be responsible for the day-to-day management of all department members, from recruitment to performance management and professional development.
- Promote a positive culture to support change and lead development within the department.
- Develop leadership capacity in others through effective delegation, mentoring and coaching.
- Chair departmental meetings on a regular basis, ensuring the coordination of department policies.



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3. Teaching and Learning

- Promote a high standard of teaching, enabling the highest possible academic achievement from pupils of all abilities; encourage effective and creative teaching and learning.
- Monitor performance and the correct application of school policies through lesson observations, pupil voice, learning walks, work scrutiny, reviews of schemes of work and departmental handbooks.

4. Information and Data Management

- Analyse departmental data to ensure the effective management of the department and enable continual improvement by creating targets to raise standards and strategies to improve teaching and learning.
 - Ensure accurate and timely reporting of all data.
 - Ensure effective monitoring of pupil attainment and progress.
 - Ensure effective communication with parents and pupils.

5. Communication and Liaison

- Establish clear channels of reporting and communication throughout the department.
- Keep the Director of Faculty informed about relevant matters and elicit support as necessary.
- Provide timely and appropriate feedback to staff.
- Communicate effectively with parents/guardians.
- Act as an ambassador for the school.

6. Management of resources

- Ensure management of departmental resources in line with agreed budgets and in line with school priorities.
- Submit the departmental budget for approval and ensure the effective use of all resources.

7. Compliance

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection.
- Be responsible for matters relating to health and safety within the department.
- To be supportive of the School's policies on Equal Opportunities.
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential.
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

Review

This job description is not exhaustive and will be developed as outlined above: it will be subject to periodic review and may be amended to meet the changing needs of the school. The post holder will be expected to participate in this process and Collegiate School would aim to reach agreement to the changes.



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Collegiate is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;

To be supportive of and committed to the School's policies on Child Protection;

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.