

## **HEAD OF DEPARTMENT**

### **Job description**

The Head of Department is responsible for the vision, leadership and development of the subject and accountable for successful teaching within the Department. Reporting to the Head of Secondary, the Head of Department is expected to be a leading professional and role model within the Department and across the school, respecting and implementing the mission and values of PaRK IS and exemplifying the best international educational practice.

### Overarching responsibilities

- Work collaboratively to formulate a strategic vision for the department producing development plans in line with PaRK IS' vision, mission and values as well as working with other department heads to contribute to the school's strategic planning process
- Plan for the co-curricular activities of the department in alignment with other departments
- Plan for a cost-effective and realistic department budget to be managed together with the Head of School and to be submitted before the budget approval deadline
- Analyse safeguarding procedures for all activities within the department applying risk assessments and control measures as necessary

### Teaching and learning

- Ensure practice within the department is suitably inclusive and differentiated and takes account of the needs of all students, building students' self-confidence and self-esteem so that they can make progress
- Ensure that students' progress is carefully monitored and communicated regularly to the tutor and Head of Secondary;
- Work as required with student support services, such as the pastoral team, the learning support coordinator, the educational psychologist to ensure that the needs of all students are fully met;

### Curriculum design and implementation

- Ensure teachers are trained in lesson design to ensure active learning by all students, taking account of current pedagogical developments
- Facilitate vertical, horizontal and cross-site alignment, by keeping schemes of work and other resources up to date, liaising with colleagues to identify potential gains or perceived challenges in alignment
- Create, evaluate and revise schemes of work on a regular basis. Make sure every teacher within the department has a class planification in line with PaRK IS' vision and objectives;
- Ensure that project-based learning, technology and autonomous learning are correctly integrated within the curriculum

### Assessment

- Develop formative assessment practices ensuring these facilitate students' progress, ensuring testing and marking policies are aligned
- See that all teachers are carefully monitoring each student individually enabling them to realise their full potential
- Oversee summative assessment within the department, ensuring these are aligned with departmental and whole school guidelines
- Ensure that teachers' reports to parents in writing, and in person, are accurate, appropriate and punctual
- Analyse performance data for teachers within their department, with the finding informing appraisal processes

### Management of staff

- Lead and manage the work of departmental colleagues, leading by example to build a culture of teamwork and collaboration
- Regularly monitor staff through walk throughs, lesson observations and other strategies
- Oversee professional development by leading the appraisal of each staff member within the department and contribute to the recruitment process for new staff