**Heads of Department** (Responsible to Principal or Deputy Principal)

**Position Statement**

* Teach classes as assigned by the Deputy (Academic)
* Manage the staff, curriculum, assessment, budgeting and resources within the Department.
* Be responsible for demonstrating and modelling an outstanding level of teaching.
* Make a significant contribution to policy development relating to teaching and learning and curriculum development within the school.
* Manage major curriculum or student activities across the school with a high degree of independence.
* Have a direct impact and influence on the achievement of the school goals
* Provide professional support to teaching staff
* Work with staff to identify areas for Professional Development
* Set Department goals and assist staff to set individual goals for their IEA Goals
* Be responsible for implementing the school review findings within their Department
* Be responsible for the implementation of the appropriate priorities contained in the school management plan.
* Be responsible for coordinating a number of staff to achieve improvements in teaching and learning.

**Job Description**

* *Staff*
* Maintain a workroom with all members of the department.
* Manage the provision of professional development and develop individual and team development plans for teaching staff
* Manage the performance appraisal/review of department staff using IEA policy and practice
* Hold regular department meetings with copies of the agenda provided to the Principal, Deputy and a copy filed in the staffroom.
* Allocate department staff to classes
* Participate in staff selection as appropriate
* Teach demonstration lessons as required
* Ensure that work is provided for classes when staff are absent
* *Curriculum*
* Conduct department information evenings for parents
* Provide staff with correct curriculum guidelines from the appropriate assessment authority
* Update annually the department’s handbook.
* Collect and maintain copies of teacher programs and assessment plans.
* Liaise with appropriate Educational authorities
* *Assessment*
* Ensure external assessment requirements are met
* Collect and monitor staff assessment plans by due date
* Coordinate regular internal moderation procedures at all year levels.
* Attend external moderation as appropriate
* Set exams as required
* Monitor and endorse end of semester grades before data entry for reporting
* Edit subject reports prior to collation.
* *Budgeting and Resources*
* Manage departmental program budgets
* Maintain an asset register of department equipment
* In consultation with the Librarian, ensure that Textbook supply is appropriate for student numbers
* Organise stock take/inventory at the end of each year.

**Standards of Performance**

1. *Exemplary Teaching and Learning Performance.*
* A pattern of consistent progress for the majority of his/her students
* Progress made with students of different behaviour, backgrounds and/or ability
* Implementing teaching programs in accordance with the IEA and school curriculum policy and initiatives.
* Implementing a range of teaching strategies which provide for structured teaching, maximisation of time on task and opportunity for each student to learn and experience success
* Establishing of a teaching style which challenges and supports all students to do their best by engaging and motivating students and taking positive steps to improve the quality of students’ learning
* Providing targeted assistance to students failing to make progress
* Ongoing and systematic monitoring and feedback of student progress and structured assessment in accordance with the assessment and reporting framework.
1. *Build and maintain effective teams and develop cooperative working relationships that promote excellence in teaching*
* Undertaking a leading role in facilitation of team cohesion within the department and the school
* Working effectively with other members of the school leadership team
* Active support to staff to improve the quality of teaching and learning through mentoring, collegial interaction and critical reflection on practice
* Active support for the establishment of a culture of continuous learning and improvement in the school
* Active support for the implementation of diversity strategies which support staff to feel motivated, valued and positive in their work
* Effective fulfilment of delegated responsibilities for review of staff performance, where appropriate
1. *Initiate, plan and manage significant change in response to new educational directions, and manage the planning, development, implementation and evaluation of curriculum policy and programmes*
* Undertaking a leading role in the development and achievement of school management goals and priorities
* Undertaking a leading role in relation to the achievement of IEA and POMIS initiatives and priorities and related activities, in the context of the HODs role.
1. *Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others.*
* High level leadership skills in undertaking the HOD role and position responsibilities
* Consistently demonstrated high level communication skills when interacting with staff, students, parents and members of the broader school community
* Active participation in school networks as appropriate to the role of the HOD.