



GOSFIELD SCHOOL

JOB DESCRIPTION: Head of Department/Subject Co-ordinator

In addition to the Teacher Job Description, the Head of Department/Subject Co-ordinator has the following responsibilities:

1. To be responsible for the support and academic development of pupils within the department.
2. In consultation with other members of the department to be responsible for producing an annual Department Development Plan which
 - clearly identifies targets for the department consistent with the Whole School Development Plan
 - forms the basis for budget requirements relating to capitation, INSET funds and other resources
 - clearly identifies professional development requirements.
3. To be responsible for ensuring that all resources, both human and physical, within the department are used to enhance the effectiveness of teaching and learning. To engage in such Quality Assurance procedures required to monitor and develop the quality of teaching and learning within the department
4. Curriculum
 - To be responsible for preparing teaching materials, curriculum outlines and schemes of work appropriate for implementing the curriculum
 - To identify knowledge, skills and understanding appropriate to the department which contributes to the overall learning experience of pupils
 - To determine how such knowledge, skills and understanding might develop through the curriculum
 - To ensure that pupils acquire knowledge, skills and understanding progressively and at an appropriate pace
 - To be responsible for ensuring that the department has prepared teaching materials and schemes of work appropriate for implementing the curriculum
 - To ensure the appropriate differentiation of the curriculum to meet the needs of all levels of pupil ability, including Able, Gifted and Talented
 - In consultation with other Department Heads to contribute to the development of relevant cross-curricular themes and other opportunities for extending the work of the department outside the classroom (e.g. projects, primary liaison)
 - To promote the spiritual and moral development of pupils
 - To ensure appropriate guidance and assistance is sought in order to meet pupils' Special Learning needs
 - To support Form Tutors by drawing to their attention those pupils who are consistently underachieving and are not responding to the department's learning strategies
 - To be responsible for the production/ upkeep of a departmental handbook
 - To be responsible for promoting the department through displays, publicity materials for the media, parents, etc.
 - To represent the department at parent information and consultation evenings.
5. Assessment
 - To be responsible for developing appropriate assessment recording and reporting policies within the department which meet whole school requirements

- To be responsible for implementing whole school policies relating to the effectiveness of learning across the department
 - To be responsible for ensuring that the highest standards of teaching and learning take place in the department
 - To be responsible for the appropriateness and implementation of teaching and revision strategies which adequately prepare pupils for internal tests and public examinations
 - To be aware of standards of achievement gauged by baseline and ongoing assessments and examinations
 - To be able to review assessment outcomes and use these to support action planning for the future.
6. Management
- To be responsible to the Academic Deputy
 - To attend Curriculum meetings
 - To be responsible for convening regular meetings of the department if appropriate, to allow for full discussion of pertinent issues, standing agenda items and an appreciation of the various tasks that need to be completed
 - To involve staff in taking responsibility for aspects of the department's development plan and provide appropriate advice and assistance
 - To ensure that staff are aware of their professional responsibilities and uphold the policies of the school
 - To be aware of the needs and skills of staff within the department and seek ways to enhance their professional development.
7. Behaviour
- To encourage pupils to follow the school's Code of Conduct in order that they develop self esteem, self discipline and respond accordingly
 - To be responsible, with members of the department, for monitoring the conduct of pupils and take action in consultation with the appropriate Form Tutor.
8. Attendance
- To be responsible with members of the department for recording and monitoring the attendance and punctuality of pupils within class groups .
9. Equal Opportunities
- To be active and alert in ensuring that all pupils, irrespective of gender, sexual orientation and cultural background, enjoy equal access to a broad and balanced curriculum which enables them to achieve good standards and to be involved in designing materials which facilitate this.
10. Community
- To develop strategies which enhance the positive relationship between the school and parents and local community
 - To liaise with the other Department Heads in developing policies which facilitate:
 - primary / secondary liaison and enhance the transition of Year 6 pupils
 - secondary / further and higher education liaison and the transition of senior students
 - To foster and support extra curricular activities in the interests of the school community, e.g. school concerts, plays, sports fixtures, etc.
11. Personal Targets
- These will be agreed upon every year and reviewed on a regular basis.

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.