PARKSIDE
SCHOOL

JOB DESCRIPTION: HEAD OF DEPARTMENT

Heads of Departments provide professional leadership and management for a subject to secure high quality teaching, effective use of resources, improved standards of learning and achievement for all pupils. They must be mindful of the pastoral needs of both their staff and pupils and take appropriate action where required. They are directly responsible to the Deputy Head (Academic) and thereafter the Headmaster.

Heads of Departments should endeavour to address the following areas of responsibility in addition to the requirements of a class teacher.

1. **Have knowledge and understanding of**:

- The relationship of the subject to the curriculum as a whole
- Any statutory curriculum requirements
- Requirements of the examination systems as they relate to staff and pupils, equipping them to meet their respective requirements
- The characteristics of high quality teaching and the main strategies for improving and sustaining these high standards of teaching , maximising achievement for all pupils whatever their abilities (in own subject particularly, in line with school's commitment to high achievement)
- Methods to help pupils to maximise learning opportunities in the classroom, to extend their learning outside the classroom and to promote a willingness of students to take responsibility and initiative for their own learning.

2. **Strategic Direction and Subject Development (including Teaching and Learning)**

- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject which a) contribute to whole school aims, policies and practices, b) are based on a range of comparative information and evidence, including attainment of pupils, c) identify realistic and challenging targets for improvement, d) are understood by those involved in putting the plans into action, e) are clear about action to be taken, timescales and criteria for success (in line with School Development Plan where relevant)
  See the department as an integral part of the school, maintaining a 'whole school' perspective at all times.

- In collaboration with relevant colleagues, write Department Development Plan and Department Handbook.

- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- Evaluate the teaching of the subject in the school using this analysis to identify effective practice and areas for improvement. Take action to improve further the quality of teaching and learning outcomes.
- Establish and implement clear departmental practices for assessing, recording and reporting on pupil achievement (in line with School Policies) and for using this information to recognise achievement and to assist pupils in setting targets
- Use data effectively to identify pupils who are under-achieving or who show very high ability and offer effective support for those pupils
- Keep a list in departmental areas (also inform the Dof S for the G&T list and the SENCO) of boys who are considered as high ability and of those who are of concern, whether long term or for a short period of time.
- Work towards the development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work
- encourage observations of and by others
- Be aware of existing, new and changing legislation (eg Health and Safety, Risk Assessment etc) and meeting the requirements.

3. Leading and Managing Staff

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school development
- Be aware of the many demands made on their staff and help minimise stress by careful monitoring, support and guidance.
- Take responsibility for own professional development (in conjunction with SLT at review) and set challenging professional goals
- Establish clear expectations and constructive working relationships with staff (through team work and mutual support), devolve responsibilities and delegate tasks as appropriate clarifying the need for evaluation and accountability.
- Appraise staff as required by the school, including lesson observations, and use the process to develop the personal and professional effectiveness of the teacher
- In conjunction with the Deputy Head, ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to QTS, and the standards for induction.
- Lead professional development through example and support and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary e.g. higher education, professional subject associations, others either within the school or at other schools where a relationship already exists.
- Ensure that the Headmaster and SLT are well informed about plans, priorities and targets for the subject and that these are strategically aligned with the School Development Plan, where relevant.
- Help staff in the department to set high standards, supporting and equipping them to meet these standards and challenging them as necessary.

- Ensure staff are equipped to deal with changes and developments in the subject and its assessment
- Ensure all staff in the department make full use of ICT (and ICT support) and other technologies
- Be proactive in recruiting, appointing and retaining the best staff for the school (and recognise excellence in staff)
- Treat all staff fairly and consistently, seeking to assist them in fulfilling their potential and motivating them to do the best for the school.

4. Managing Resources

- Establish staff and resource needs. Allocate available resources efficiently, develop and identify new resources including ICT applications to the subject. Be prepared to prioritise proposed developments.
- Plan the future deployment of resources to meet changes in the curriculum and assessment systems.
- Be aware of and respond to any health and safety issues raised.
- Support the Headmaster by maintaining efficient and effective management of expenditure as directed by the Bursar. Keep accurate and up-to-date records. Collaborate, if required, in any audit process and review and evaluate expenditure cycle.
- Help colleagues to create a stimulating learning environment for the teaching and learning of the subject and create a climate which enables staff to maintain a positive attitude to the subject and the school.
- Encourage the use of the wider facilities within the School, eg the School Library and IT rooms and advise on the development of these resources.
- Take responsibility for departmental resources. Ensure an equitable allocation of teaching facilities and timetable loads.
- Take on any additional responsibilities which might from time to time be determined by the Headmaster or SLT.

Safeguarding: where any safeguarding concern is apparent always refer to the School's Safeguarding Policy and KCSIE (July 2015 - DfE) immediately.