



Job description

Updated 11/2020

For review September 2021

Head of Department, Subject or Key Stage

Responsible to the Senior School Leadership Team

The Head of Department fosters and supports effective teaching and learning by providing professional leadership for the subject team, managing the use of resources and being a model of professional practice.

General Responsibilities:

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress;
- To develop an effective tracking system to monitor pupil progress and attainment;
- To develop and enhance the teaching practice of others within the department;
- To ensure the provision of an appropriately balanced, relevant and differentiated curriculum for pupils studying in the department;
- To develop a strategic plan for the department which supports the vision, ethos and policies of the school.

Administration and Planning:

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department;
- To actively monitor, analyse and act upon pupil progress data using an effective tracking system;
- To work with colleagues to formulate aims, objectives and strategic plans for the department, which are aligned to whole school action plans and have coherence and relevance to the needs of pupils.
- Where relevant, to ensure that Health and Safety policies and practices, including risk assessments, throughout the Department are in-line with whole school requirements and are updated where necessary;
- To carry out an annual subject audit and examination results/progress analysis with school leadership;
- To produce and maintain a departmental handbook including a departmental assessment and feedback policy;
- To produce relevant and challenging programmes of study, schemes of work, lesson resources and assessment material;
- To prepare annual orders for appropriate and sufficient equipment and material to support departmental aims;
- To undertake Performance Management Reviews and act as Reviewer for staff within the department;
- To make appropriate cover arrangements for classes when staff are absent and unable to prepare cover work themselves, ensuring suitable work is provided for the students;
- To conduct lesson observations, learning walks, book scrutinies and other activities that ensure quality and consistency of teaching and learning within the department;
- To assist the Head of Senior School with timetabling decisions and curriculum development.
- To prepare and maintain effective subject descriptions for publication on school reports
- To support SLT in the quality control of reporting processes and data before publication to parents

Communication and collaboration

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan;
- To disseminate information from HODs meetings to staff;
- To liaise effectively with Heads of Year, Learning Support and EAL Departments;
- To hold regular meetings with staff within the department, and keep SLT informed of action points;
- To ensure effective communication/consultation as appropriate with the parents of pupils, and to promptly respond to their queries;
- To take part in half termly meetings with colleagues in other sections of the school to map knowledge, skills and content from Year 1 to 13.
- To liaise with examination boards, awarding bodies and other relevant external bodies, and with the school's Examinations Officer;
- To represent the department's views and interests in meetings with all school stakeholders.

Safeguarding and pastoral

- To ensure the behaviour management system is implemented in the department so that effective learning can take place;
- To monitor and support the overall progress and development of pupils within the department, and to highlight any concerns to Heads of Year, School Counsellor, DSL, or other relevant persons;
- To monitor pupil attendance with other members of the department, and to highlight any concerns to Heads of Year and/or the Senior School Leadership Team.

This post carries responsibility points based on the specific department, and release time for planning and managing the department is provided. The contents of this job description are over and above the general responsibilities that apply to all teachers.