

## **HEAD OF DEPARTMENT**

### **A GENERIC DESCRIPTION TO INDICATE THE DUTIES OF A PERSON LEADING AN ACADEMIC DEPARTMENT**

A Head of Department is responsible for the academic programme, its effective teaching and evaluation and for the leadership and support of colleagues within the Department. He/she is responsible to the Deputy Head Academic. The following gives an overview of the role but is not intended to be exclusive.

The HoD is responsible for:

- the overall development of the subject throughout the College, ensuring that each student is encouraged to develop his/her potential to the full, in the light of the Mission Statement. Updating and reviewing the Departmental Handbook on an annual basis is an integral requirement of the HoD, along with ensuring that programmes of study and schemes of work reflect the Department's aims and objectives and specifications of the examination boards. He/she will be responsible for the annual Department action plan, in consultation with the Headmistress and Deputy Head Academic. He/she will also oversee the opportunities provided by the department for enrichment activities.
- the effective administration of the Department and liaison with other departments, Heads of Year, Assistant Heads and Group Tutors. He/she should delegate, where appropriate, responsibilities to department colleagues. He/she must ensure that accurate records are kept for the Department and by individual members in accordance with whole school policy. The HoD's duty is to ensure that all department members are fully aware of what is required of them for the effective delivery of the curriculum throughout the College, that they are equipped with appropriate resources for forward planning and that they are enabled to evaluate and review the curriculum on a frequent basis.
- monitoring the quality of teaching and learning and promoting the use of ICT within lessons. To this end, having the overview of regular work scrutiny across year groups and lesson observations within the department are vital aspects of the HoD's duty. Ensuring that work is differentiated appropriately and that the needs of ALN/SEND/EAL/gifted and talented students are being met by each member of staff is the HoD's overall responsibility.
- ensuring that relevant departmental policies, including those of Health and Safety, reflect and are in line with whole school policies.
- the performance management appraisals of every member of the Department. He/she should be aware of the strengths and weaknesses of each individual, and ensure that guidance and support are offered, along with opportunities for professional development.
- candidate entries for public examinations, the completion and submission of predicted grades, mark sheets and the efficient filing of results and records. He/she is responsible for overseeing both internal and external moderation procedures. The HoD is also responsible for the preparation, marking and administrative aspects of internal examinations. He/she should organise the setting and marking of 11+ entrance papers (where applicable), 13+ Academic Scholarship papers, the marking of Common Entrance Papers and the effective delivery of lessons and preparation for Oxbridge candidates.

- ensuring that performance and value added data is used to effectively inform the planning and delivery of the curriculum. He/she should monitor that targets are appropriately set, thus ensuring that students make steady progress.
- The HoD is responsible to the Deputy Head Staffing for budgets. He/she must keep abreast of curriculum developments and thus ensure that the Department is properly resourced in terms of books, computers and any other relevant equipment. To this end, he/she will agree an annual budget with the Deputy Head Staffing and be expected to remain within that budget.
- The HoD is responsible to the Assistant Head (Timetabling) and Assistant Head (Reporting) for all aspects of timetabling, reporting and assessment. He/she must ensure that a fair distribution of ability levels and age ranges is given to department members.
- The HoD is to ensure that the College's behaviour management policy is implemented throughout the Department. He/she will ensure that rooms present a stimulating learning environment for the students and will attend Open Days, overseeing arrangements for displays and exhibitions.
- The HoD will be involved in the process of recruitment and selection of new staff, the subsequent interviewing and lesson observation of candidates and their consequent appointment. He/she will be required to ensure the effective induction of new staff and to oversee the mentoring process of NQTs in the Department.
- The HoD will represent the Department at Heads of Department meetings, Trinity Group Meetings and other similar academic meetings.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES**

- a) To make a significant contribution to the extra-curricular programme.
- b) To be a tutor to an assigned Tutor Group and to carry out related duties in accordance with the general job description of Group Tutor including implementing the PSHE programme.
- c) The school has a House system and all staff are members of a House and expected to support its activities

### **CONDITIONS OF SERVICE**

The salary will be dependent upon experience and qualifications.  
 The College participates in the Teachers' Superannuation Scheme.  
 The College adheres to the current statutory requirements for retirement procedures.