Head of Department responsibilities include:

**Quality assurance**
It is the responsibility of the Head of Department to ensure good quality of teaching and marking is maintained within the department to professional standards. They must confirm that their department teachers deliver teaching of a high standard which is supported by regular student feedback, homework and assessment, to ensure effective learning. They must also ensure that student progress is being effectively monitored via regular and rigorous assessments and marking, and teachers are fulfilling their responsibilities to ensure progress. They should be able to show that RIC policies and frameworks are adhered to by their departmental staff.

**Curriculum**
The Head of Department must ensure that a quality curriculum is being taught in their subject across the College. This covers several areas:
- Age appropriate curriculum which is comprehensive to the needs of the students
- Key skills are identified and taught
- Key material is identified and taught where appropriate
- Appropriate schemes of work in place to cover these criteria
- Selection and administration of appropriate syllabus at GCSE and A Level

**Teaching support, guidance and monitoring**
The Head of Department, together with the Heads of Teaching and Learning, is responsible for supporting the teachers within their department, to achieve good academic outcomes. They should help teachers where there are any weaknesses in the above criteria; monitoring progress, adjusting workloads and intervening as necessary. This can be completed through regular meetings, observation and feedback from Heads of Department. Where appropriate the Head of Department and Heads of Teaching and Learning will provide guidance, support and training on teaching skills and on teaching the curriculum, specification and exam technique, particularly for newly appointed, unqualified and trainee teachers. The Head of Department should also make clear to new teachers the structures of support and frameworks that are in place for student behaviour and conduct and ensure they are followed. Heads of Department are also responsible for ensuring there is a support system in place for Personal and Form Tutors, to allow open communication, uniform monitoring of progress and greater overall support for students. It is the role of the Head of Department to monitor and appraise the staff in their department to ensure these criteria are being fulfilled. To help maintain consistency across all subjects, Heads of School, Vice Principals and Heads of Teaching and Learning will monitor the application of these guidelines and appraise Heads of Department by various methods including student interviews and meetings with Heads of Department, Vice Principals, and Principal.

**Evaluation of External Exams**
It is the responsibility of the Head of department to maintain a record of marks for the Heads of Teaching and Learning and other applicable members of staff. They will be responsible for exam entries for any students applicable to their department and checking any necessary SEN and access arrangements to ensure assessment runs smoothly and all information is available as needed. Heads of Department are expected to evaluate internal and external assessment results in order to guide planning and provision with the Principal, Heads of School, and Heads of Teaching and Learning.
Departmental organisation and administration

The Head of Department is responsible for the organisation of their department in terms of equipment, resources and CPD training. They are in charge of the allocation and distribution of any required materials needed for that department, including managing the budget for this. Health and Safety and Risk Assessments of equipment and teaching rooms should also continue to be monitored. For College events, relevant departmental members and suitable resource material need to be organised appropriately. The Head of Department is also responsible for the relevant administration of the department, such as exam entries, organisation of extra sessions and review of the timetable and allocation of duties and training within the department. It is expected that Department Heads will take an active lead in College promotional activities. This includes the organisation of taster days, speaking to prospective students and their parents, the preparation of department marketing material e.g. course outlines, attendance at parents’ evenings, open evenings and other College events. They will be in charge of the staff allocation of their department at school events such as Parents’ Evenings and Open Evenings.