

JOB DESCRIPTION

HEAD OF DEPARTMENT (HoD)	
Reporting to	Deputy Head (Academic)
Employment status	Permanent
Purpose and objectives of role	The Royal Hospital School is a boarding school with a commitment to providing a broad range of activities and opportunities to its pupils. As such there is an expectation that teachers understand that there will be a commitment to boarding and contributing to the wider curriculum. Further details and specific tasks such as duties in House, Library, Dining Hall duty etc. are covered in The Royal Hospital School's Staff Handbook.
Characteristics of a Head of Department	<p>Candidates applying to The Royal Hospital School are asked to provide within their personal statement an explanation of how and where they have experience against the following characteristics:</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Creativity: 'Is the ability to adapt or generate imaginative and innovative ideas and a willingness to challenge assumptions and offer alternative approaches'. 2. Controlling quality and standards 'Is the desire to ensure accuracy and quality of work delivered. Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job. Accurately checking processes and tasks; maintaining watchfulness over a period of time'. 3. People management 'Is the ability to deliver good quality outcomes through the efforts of others'. 4. Planning and organising 'Is the ability to develop clear, efficient and logical approaches to work and to use time effectively to achieve outcomes'. 5. Problem solving and initiative 'Is the ability to pre-empt problems and to analyse and interpret situations and data from a variety of viewpoints. It is the ability to find creative, workable solutions without waiting to be told. To make swift decisions and judgements even in the face of ambiguity or criticism and asserting one's influence over events to achieve the goals of RHS'. 6. Results orientation 'Is the tendency to set high goals for self and others, focusing on the delivery of targets, quality and deadlines'. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Leadership 'Is the willingness and ability to lead, guide and motivate others towards a common goal influencing organisational values, people, and systems and processes, It is the ability to exercise meaningful influence on others who voluntarily accept it, leaving behind a collective impact'.

	<p>2. Strategic thinking 'Is the ability to look ahead beyond the constraints or the current situation and establish a course of action that accomplishes a long-term goal or vision.'</p>
<p>Personal and Professional Conduct within the role</p>	<p>Ethos, Leadership & Development</p> <ol style="list-style-type: none"> 1. Set an example to all of (a) subject knowledge and of (b) the highest standards of teaching and professional conduct. 2. Provide leadership for the department, for staff, pupils and parents. 3. Provide a strategic view of the development of the department within the faculty in accordance with the overall strategic aims of the School. 4. Formulate departmental development plans. 5. Delegate as appropriate within the department (always remembering that the head of department remains ultimately responsible for the proper management of the department). 6. Establish and maintain a positive and productive work ethos within the department, through encouraging a sense of teamwork and recognising the contribution of all members of the department. 7. Encourage and support the standards of behaviour of both staff and pupils in the department to fully support pupil learning. 8. Promote dynamic, innovative, positive and productive work habits such that all staff and pupils work in an atmosphere where they have the best possible chance of realising their potential. 9. Develop and promote the sharing and implementation of good practice within the department. <p>Teaching & Learning</p> <ol style="list-style-type: none"> 1. Be responsible for the quality of teaching and learning within the department. 2. Be responsible for the quality of academic results within the department, measured by raw grade statistics and value added results. 3. Encourage teachers to be innovative and to extend their range of teaching skills and methodologies, as well as their use of technology. 4. Develop and promote a teaching and learning culture of sharing and mutual support between teachers and between pupils. 5. Monitor and support the quality of teaching and learning within the department, including regular lesson observation and work scrutiny. 6. Devise and implement procedures for tracking pupil progress within the department to include the use of baseline testing data, results from school examinations, 'unit tests', prep work set and other instruments as appropriate. 7. Be responsible for the setting and management of target grades and predicted grades. 8. Organise, as appropriate, the setting of pupils within the subject 9. Be responsible for the writing, production and marking of internal examination papers, mock examination papers, unit test papers etc. 10. Be responsible for the co-ordination, marking and moderation of coursework and controlled assessments within the department as applicable. 11. Be responsible for the setting and marking of school entrance papers in the subject (where applicable). 12. Be responsible for the production and update of departmental schemes of work in line with school policies.

13. Be responsible for the production and regular update of departmental handbooks in line with school policies.
14. Be responsible for the department's provision for able, gifted and talented pupils, including preparation for Oxbridge entry.
15. Liaise with the Learning Support and English as an Additional Language departments, as required, to ensure the best teaching and learning provision for pupils with specific learning difficulties and access requirements
16. Keep abreast of the latest developments in teaching and learning pedagogy (including the use of technology), government initiatives and good practice relevant to the subject and to whole school objectives.
17. Advise departmental staff of the latest developments in teaching and learning, government initiatives and good practice relevant to the subject.
18. Ensure that educational visits, where appropriate, take place in liaison with the Deputy Head (Academic) and the School's Educational Visits Co-ordinator.

Curriculum

1. Select the specific specifications for public examinations in the subject and to monitor their appropriateness in the light of results, quality of service and government initiatives.
2. Oversee public examination entries at GCSE, AS and A2 levels and advise on retake entries/remarks to maximise results within the department.
3. Advise pupils, tutors and Heads of Year regarding the GCSE and AS/A2 entry needs for the department and the selection of pupils studying the subject
4. Ensure that technology is used appropriately in the delivery of the curriculum.
5. Contribute, as required, to school curriculum guides etc.
6. Attend regional (e.g. HMC East Anglian Group which is held on rotation from school to school) and national meetings to represent the department and school as appropriate.
7. Determine the CPD requirements of the department in discussion with the Deputy Head (Academic).

Staff

1. Lead and manage the staff (including technical support where applicable) allocated to the department.
2. Monitor the professional standards of staff, including marking, preparation of lessons and classroom management, to include classroom observation, work scrutiny and regular formal and informal conversations and meetings with staff.
3. Organise internal departmental training as appropriate, as well as recommending external courses for staff.
4. Provide relevant details and judgement on the professional performance of the members of staff in the department within the context of the whole school appraisal schedule.
5. Advise on the process of appointing new staff to the department

6. Oversee and manage the departmental induction procedures for new staff in liaison with the Deputy Head (Academic).
7. Take part in interview, lesson observation and other procedures, as requested, when appointing new staff to the department.
8. Liaise with the Deputy Head(Academic) in the staffing and timetable allocation within the department.

General Responsibilities

1. Ensure high standards of work and behaviour, control and discipline of pupils in departmental areas.
2. Produce, implement, monitor, evaluate and review policies specific to the department, in line with whole school policies as appropriate (e.g. marking policy, assessment policy, prep policy etc.).
3. Produce the Departmental Self-Review Report, the Departmental Strategic Development Plan and other department documentation, as required.
4. Be responsible for the department's UCAS and other pupil references.
5. Be responsible for the health and safety matters relating to the department, including the completion and management of risk assessments.
6. Be responsible for weekly, minuted whole department meetings with copies of minutes circulated to all relevant parties.
7. Represent the department in Heads of Department meetings and in various other meetings and working parties, as required.
8. Produce the department's annual budget submission.
9. Keep records of financial transactions relating to the departmental budget and provide independent budget accounts to compare with the central records kept by the Finance Department.
10. Choose and order books and other departmental resources.
11. Liaise with the Head of Sixth Form and Head of Careers, giving subject-related advice to pupils concerning university and job applications.
12. The appropriate use of ICT in the department, for administrative, record keeping and educational purposes
13. Support the Headmaster's Carbon Reduction Policy objectives.
14. Contribute to the management and development of the School as a whole, representing the views of members of the department to other Heads of Department, to Heads of Year to SMT, to Governors etc.
15. Ensure that school policies are explained and implemented within the department.
16. Be responsible for the quality of departmental displays.
17. Be responsible for the quality of reports and assessments produced by the department.