

Haberdashers’ Aske’s Boys’ School

Head of Department – Generic Job Description

Heads of Departments are responsible to the Deputy Head (Academic) and Director of Teaching for the general well-being, functioning and success of their individual departments. This document should be read in conjunction with the Further Details, Code of Conduct, Contract of Employment and Employment Manual.

**General**

The Heads of Department are key figures within the School and carry responsibility for setting and maintaining the highest standards in academic, pastoral, professional and management spheres. A Head of Department contributes positive leadership not only in the department but also in the School as a whole. The Heads of Department are also concerned with the development of each member of their department: personal, social, academic and extra-curricular. They are all members of the Heads of Department Committee.

As a rule, the performance of these extensive duties and the need to be available to pupils and staff, requires a Head of Department to be present at School beyond the timetabled day, both before and after School; so that a pupil, parent or member of staff may be confident of finding or contacting a Head of Department when necessary and having time to consult with him/her on personal or school matters. In addition to appropriate attendance at Parents’ Evenings, there are occasions when an emergency may require a Head of Department to attend a meeting, possibly with parents, outside these times. A Head of Department will encourage pupils and staff to take part in the wider life of the School. It is therefore helpful if a Head of Department is seen as someone with whole school interests. Involvement in the School’s extra-curricular activities both as a contributor and a spectator is strongly encouraged.

**Responsibilities**

This middle leadership role develops and manages all aspects of subject leadership which encompasses the following:

* Responsibility to promote the interests, welfare and professional standards of the teachers in their team.
* Innovation and development of the subject to ensure **all** students achieve the highest possible standards in subject knowledge.
* Responsible for the academic results of the department and ensure that value is added to each individual student so that the result(s) is/are the highest possible.
* Responsible for the academic performance is in line with other similar schools e.g. LIDS.
* Innovation in pedagogy as applied to the subject to ensure that all students receive the very best teaching and feedback as appropriate to their personal learning needs.
* Develop and implement a strategic view of the subject such that its delivery achieves the Whole School Objectives as outlined in the School Development Plan.
* Continued assessment and development of colleagues within the department to provide for their continuing professional development needs.
* Continuous monitoring of department resources and policies to ensure that they meet the needs of the Department and School Development Plan.
* Ensure that the physical classroom environments are a stimulating and positive learning environment for the delivery of their subject. Insisting that this environment is maintained and improved regularly.
* Ensure displays in classrooms are academically stimulating and are regularly updated.
* Continue to build links with other departments and with other schools to develop cross curricular and real world knowledge and opportunities for our students.
* Contribute to the Pastoral and Co-Curricular life of the School.
* Design, monitor and deliver a meaningful and worthwhile outreach programme for maintained schools within their subject area.
* Be aware of the legal issues relating to their role and mindful to handle HR issues with care and consideration; always seeking the support and guidance of the HR department.
* More generally, uphold the principles, policies, aims and objectives of the School.
* Publish a departmental handbook that is to be reviewed annually.
* Establish an effective departmental Intranet site (Habsnet).
* Attend and contribute positively to Heads of Department meetings, Parents’ meetings and Open Days etc.
* **All** Heads of Department are expected to be present at School on A Level results publication and GCSE Results publication days between 8.30am and 2pm. During this time they are expected to be readily available to advise pupils and their parents regarding results and future options including A Level study. Absence from these days can only be granted, under special circumstances, by the Deputy Head (Academic).
* Ensure that the department actively contributes to the local community through extensive outreach projects.

**Job Description**

**Subject Leadership**

* An energetic and passionate subject expert at the highest level, drive forward innovation in the subject and take the lead in delivery of the specification.
* Ensure that the programme of study is appropriate to the needs and abilities of each class and of individuals within that class. Academic expectations must be realistically high, so that the most able are stretched and the less gifted are supported, with the Head of Department having oversight of academic progress with the specific subject area.
* Be responsible for stretching our students to achieve the highest academic standards.
* Analyse and evaluate department performance data and develop and implement actions in response.
* Be responsible for the identification and provision of Able, Gifted & Talented students within the classroom and more widely within the subject.
* Ensure that every member of staff differentiates towards the least and most able in every lesson.
* Ensure that the marking and assessment within their subject meets the Whole School marking Policy and that formative feedback is being given to individual students on a regular basis (minimum fortnightly).
* Actively check that classwork and homework are prepared, set and marked on time, by conducting three Work Scrutinies throughout the year. Outcomes of which are provided to the Deputy Head (Academic) and Director of Teaching.
* Be responsible for the development of new resources which deliver excellence in the subject.
* Be responsible for the delivery of Academic Support at subject level to meet the individual needs of our pupils.
* Communicate effectively with parents via Reports, Progress Grades and Parents Evening in addition to other formal communications as appropriate to ensure that parents and students are aware of their progress and attainment in the subject.
* Keep up to date with exam board specifications and ensure that the department delivers that specification which best meets the needs of our students.
* Ensure that the department meets the requirements of the latest specification for which students will be entered.
* Conduct continuous assessment of teaching and learning within the department to achieve the objectives of the Department and School development plan.
* Proactively engage with the School Council regarding the scrutiny of the department by pupils.
* Prepare and effectively manage the departmental budget.

**Pedagogy:**

* Keep up to date with pedagogical developments and lead the implementation of effective and innovative teaching practice in the Department.
* Implement and contribute to school procedures of lesson observation and CPD that enhances pedagogical practice.
* Encourage the attendance of departmental staff at Whole School Development opportunities, such as Learning Lunches, Twilight Training and external CPD.
* Ensure that all CPD is disseminated throughout the department as sharing of good practice.
* Ensure there is regular lesson observation and learning walks within the department and between departments.

**Strategic School Aims and Objectives**

* Advise the Deputy Head (Academic) of changes to the curriculum which may affect the delivery of the Whole School Aims.
* Ensure that the subject is positioned such as to contribute fully to the achievement of the School’s Whole School Aims.
* Contribute to the work of the School’s External Relations Department through the development of relationships with Old Haberdashers and through contributions to our publications and web based communications.
* Communicate information from The Academic Board and represent the Department at meetings of the Academic Board.
* Design, monitor and deliver outstanding Outreach programme.

**Management and Development of Staff**

* Call and chair regular meetings of all teachers in the department in order to ensure that all colleagues receive appropriate training, information and guidance. The date, venue and agenda of these meetings will be notified to the Deputy Head (Academic) in advance. Subsequent minutes of all such meetings are to be emailed to the *Department Minutes Distribution List.* The SLT will be pleased to attend departmental meetings as appropriate or desirable.
* Be responsible for staff within the department; for their continuing professional development and for their day to day work.
* Motivate staff and ensure appropriate working relations within the department.
* Work with the Director of Teaching to ensure that staff development needs are identified and an appropriate programme is developed to meet those needs.
* Be responsible for developing (with the Deputy Head - Academic) and implementing the department timetable, taking account of the strengths of colleagues in sharing and delegating responsibilities in the department.
* Ensure staff have the highest quality and cost-effective resources with which to deliver the curriculum at the highest level.
* Be involved, and positively support, the School’s appraisal/professional development process.
* Implement School policies on Annual Reviews and Performance Related Pay.
* Implement school procedures as regards induction of new colleagues and contribute to that process.
* Make appropriate arrangements when staff are absent which do not impact the progression and learning of pupils.
* Balance the impact of absences so that examination classes are not affected.
* Assist in the appointment of new staff to their department in conjunction with the Senior Deputy Head and Deputy Head (Academic).
* Positively and pro-actively mentor colleagues, both new and existing, so that all staff are supported in delivering very high standards within their role.
* Oversee PGCE students.

**Department Resources**

* Ensure the department is tidy, clutter free and presentable at all times.
* Be responsible for the day to day management of classrooms, ICT equipment, physical and web-based resources.
* Work with Deputy Head (Academic) to ensure that the Department’s teaching commitments are effectively and efficiently time-tabled and roomed.
* Plan for a balance of timetable loadings within the department, ensuring individual strengths are developed.
* Ensure resources are updated in a cost-effective way to meet the Department’s needs. Manage the Department budget.
* Ensure the sharing of good resources across the department.
* Ensure departmental displays are stimulating and regularly updated.

**Pastoral**

* Adhere to the School’s Child Protection Policy and report concerns to the designated Child Protection Officer.
* Contribute fully to the Pastoral and House system via a role as House Tutor.
* Monitor pupil progress in House Tutor Group and implement policies with respect to Progress Grades and Reports.
* Maintain high standards of work and behaviour, control and discipline of boys in their departmental areas.
* Insist on a proactive attitude towards identification and support of individual students who are not fulfilling their potential at all levels.
* Guide and advise boys and parents on departmental specific curriculum matters in consultation with the appropriate colleagues.
* Attend Parents’ Evenings and provide factual guidance and insight for parents on the progress their son is making, giving practical support to both parents and members of the department.
* Communicate positively with the parents of boys in liaison as appropriate with Tutors and Housemasters.
* Advise the Tutor, Housemaster, Head of Section and Headmaster where there is cause for concern about the progress of an individual boy and prepare documentation if required, attending interview with the parents as appropriate.
* Ensure that parents and boys fully understand curriculum requirements.

**Department Policies**

* Continuously monitor and develop department policies to ensure that they meet the needs of the Department and School’s development plan.
* Ensure that policies are applied consistently across the Department.

**External Links**

* Take a major role in terms of public relations and present a positive image of the department and the School.
* Work with the Haberdashers’ Foundation to build relationships with Old Haberdashers and Industry. Develop links that will enrich and enhance the student experience at subject level.
* Explore the possibilities of industry visits and work experience placements for our students.
* Continue to enhance the local and national reputation of the Department and School.
* Maintain links with professional bodies and subject specialists outside of the teaching.
* Design, monitor and deliver a meaningful and worthwhile outreach programme for maintained schools within their subject area.

**Extracurricular**

* Take full part, and insist other do so too, in the life of the School community and in extracurricular activities beyond the Department.

Any other reasonable responsibility as determined by the School.

Deputy Head (Academic)

September 2019

Appendix 1: Subject specific responsibilities (if relevant)