



Job Description – Head of Department

1. Line management and Liaison

- 1.1 Under the overall authority of the Headmaster, the Head of Department's line manager is the Assistant Head (Academic). He/she must also liaise with the Deputy Head, Assistant Heads (Academic, Pastoral and Co-Curricular), and other Heads of Department to ensure the best possible implementation of School and departmental policies.

2. Leadership within the School

- 2.1 To provide an inspiring academic programme in the subject for all pupils. The Head of Department contributes to the well-being and development of the School by supervising, guiding for pupil academic progress in the subject area.
- 2.2 As a senior member of staff, the Head of Department exercises responsibility for the line management of teachers in their department.
- 2.3 The Head of Department also has responsibility to attend various committees and to advise the Headmaster, Deputy Head and Assistant Heads as necessary.

3. Leadership of the Departmental team

- 3.1 Supervision and monitoring of the work of all the Department's staff including assessment, evaluation, observation and performance management. This may include a contribution towards the assessment of a teacher's competence and his/her ability to maintain high standards, including regular sampling and checking of work.
- 3.2 Provision for the supervision of student teachers, NQTs or other staff training as agreed; induction and guidance of other teachers including direct classroom observation. To arrange training as subject mentor where appropriate for this.
- 3.3 Advising the Headmaster in recruitment of the Department's staff.
- 3.4 Representing the Department's views to the Headmaster, Deputy Head and Assistant Heads and various committees and presenting an annual Departmental Review including analysis of the Department's public examination results and an Educational Development Plan for discussion with the Headmaster, Deputy Head and Assistant Head (Academic) as a part of a two-way process.
- 3.5 Holding regular minuted departmental meetings (bi-weekly).
- 3.6 Supervising any teaching support staff in the Department; looking after their professional development and advising the Bursar on recruitment.

- 3.7 Ensuring the full implementation of the School's Digital Learning Programme by members of the Department and incorporated into schemes of work. This includes effective monitoring of the use of technology by teachers and pupils.
- 3.8 Arrangements are to be agreed by each Head of Department and the Deputy Head by the end of the Trinity Term to cover the need for effective communication when public examination results are issued in August.
- 3.9 As line manager, implementing Performance Management School Policies, supporting and developing individual members of the Department, including updating subject expertise and arranging appropriate training, monitoring practice and reporting concerns.

4. The Curriculum

- 4.1 Leading the Department's curriculum planning in accordance with School policy, including the choice of Examination Boards, in conjunction with the Academic Deputy Head and Assistant Head (Academic).
- 4.2 Managing the teaching methods used by the Department by developing and selecting suitable materials and advising on classroom practice.
- 4.3 Incorporating 4.1 and 4.2 above in a scheme of work to be available on request.
- 4.4 Initiate plans for raising standards in accordance with School Policy.
- 4.5 Co-ordinating the formal prediction of public examination grades for UCAS, which should be consistent and based on statistical evidence available in appropriate format.
- 4.6 Supervising the quality of written subject reports by members of the Department. Monitoring consistency in the award of grades across the Department.
- 4.7 Oversee the planning of Departmental trips and exchanges well in advance and in accordance with School policy about educational value and accessibility for all pupils.

5. Accommodation and Resources

- 5.1 The Head of Department has overall responsibility for rooms and equipment allocated to that Department and this will include notifying the Bursar's staff of any faults or concerns. Heads of Department in doubt about a specific concern should consult the Assistant Head (Academic).
- 5.2 The Head of Department submits a regular forecast of Departmental resource needs and manages the Department's expenditure and stock control in accordance with the agreed budget.
- 5.3 The Head of Department is responsible for a high quality of wall display, including work by pupils, in all rooms in the Department.

6. Safeguarding; Health and Safety

- 6.1 The Head of Department is responsible for making a contribution to the production and/or implementation of Departmental Health and Safety policies and for supervising the production of Departmental risk assessments. Any initial training for Heads of Department will be provided.
- 6.2 The Head of Department must ensure that staff in their Department operate within the School's safeguarding requirements and that recruitment is completed entirely in line with the School's Safer Recruitment Procedures.

7. Information

- 7.1 The Head of Department devises and maintains such Departmental records as the Headmaster may specify. Wherever possible, administrative help will be provided.
- 7.2 Communication with parents and colleagues about the work of the Department and about pupils' progress is to be provided by the Head of Department as required.
- 7.3 Where a department makes use of peripatetic or visiting teachers or instructors, the Head of Department is responsible for providing the Bursar and his staff with the necessary financial and accounting information and ensuring all checks have been carried out.

This job description is not exhaustive. There may be other tasks which Heads of Departments are asked to perform from time to time which are not listed above and every member of staff should comply with any reasonable request made by the Headmaster or a member of the Senior Leadership Team.

Reviewed : March 2017

Headmaster