

## Head of Department

### Job Description

**Department:** Education

**Direct Reporting Line:** Principal or relevant Head of School

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#### Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection, and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including receipt of references, proof of relevant qualifications, identification, and police checks, including overseas checks.

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#### Job Purpose:

Responsible to the Head of Secondary and ultimately the Principal for the management and leadership of the teaching staff and delivery of the academic programme in the relevant department. This encompasses quality assurance, raising standards and tracking each teacher's planning and delivery of the curriculum.

#### Key Relationships (Internal and External):

Head of School, Principal, Teachers, Students, Parents, Senior Leadership Team.

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#### Key Accountabilities:

- Plan, implement and review the curriculum within the framework of the school's communicated aims and objectives.
- Oversee teaching within the department through the preparation of schemes of work.
- Responsible for the planning, administration and monitoring of curriculum delivery.
- Monitor data in the department, using it to develop action plans for the improvement of student outcomes (progress, attainment and learning skills).
- Ensure that students' work is regularly assessed, their achievements recorded and that the department standardises assessment tasks.
- Manage the ordering, storage and use of materials, equipment, books, etc. and to account for spending within any allocated budget.
- Oversee the work of teaching (and if appropriate non-teaching) staff assigned to the department and to advise and assist the Principal in matters of staff appointments and staff review and development.
- Ensure the department develops and adheres to set assessment schedule within the framework of the assessment calendar.
- Attend Heads of Department meetings.
- Chair departmental team meetings and ensure that accurate minutes are taken and communicated to relevant parties .
- Liaise closely with the timetabler with regard to allocation of curriculum time to the department and to the appropriate assignment of staff.

- To ensure that the department's teaching area presents a stimulating environment.
- To supervise the use and care of all teaching spaces assigned to the department including adherence to relevant health and safety regulations.
- To ensure that all department members use assigned school management software to develop their curriculum and record assessments.
- Plan and run INSET for the members of the department .
- Support the induction of all new colleagues into the department.
- Evaluate the performance of members of the department in accordance with the Appraisal Policy.
- Plan the routines of the department team and students by providing an annual submission for the timetable; allocating staff to appropriate courses, setting arrangements; organising a staff responsibility structure; allocating teaching rooms; organising teaching groups at the start of the year; monitoring them throughout the year; establishing termly essay/task schedules for students where appropriate.
- Maintain and update department policies and review them regularly; to ensure that school expectations with regards to preparation, marking and data analysis are met within the department and to track the progress of pupils and be aware of performance relative to ability.
- Request any necessary appointments of staff into the department and to participate in the interview and appointment process if required by the Principal.
- Work with department staff to assess the work of the department on a regular basis by, for example, the observation of lessons and the monitoring of marking and assessment.

### Standards

1. To lead by example when it comes to outstanding teaching.
2. You are expected to keep abreast of curriculum developments and best practice in teaching in international schools .
3. To ensure that all the students receive the best possible preparation for internal and external assessments.

Each HOD will develop a SMART action plan for their department, identifying areas of strength and areas for improvement. HODs are expected to provide evidence of, or action plans, designed to achieve the standards outlined by the Regulator and any applicable Inspection and Accreditation Bodies.

HODs will provide evidence, both qualitative and quantitative, that evaluates the relevant sections of any inspection or accreditation frameworks applicable to their department.

### **Person Specification:**

**Education:** Bachelor's Degree in education or relevant degree

**Experience:** At least three years in a middle leadership role .

### **Competencies:**

- Extensive experience with the School's specific Curriculum
- Experience of working with ADEK, CIS or similar school inspection/accreditation authority
- Experience of working in an international school setting
- Fully qualified to teach in the UAE

**Attributes:**

- Knowledgeable, Reflective, Inquirer, Thinker
  - Empathises with and believes in the values of the school
  - A student of learning and leading
  - Solutions-focused
  - Believes in the potential of all students
  - Committed to professional learning
  - A strategic thinker who can shape and deliver change
  - Caring and Open-minded
  - Passionate about international education and working with young people
  - Sees leadership as a service to others
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**Acceptance and Approvals**

**Confirmed by Employee:**

Signed:

Date:

**Reviewed by Line Manager:**

Signed:

Date: