



## Head of Department Job Description

**ACCOUNTABLE TO:** Headteacher

**ACCOUNTABLE FOR:** The role of Head of Department is a very important one. As members of middle leadership they should, in partnership with the Assistant Headteachers for KS3 and KS4, seek to promote the spiritual, moral, cultural, mental and physical developments of students in the school, in accordance with the aims, attitudes and ideals of St Thomas More.

### **RESPONSIBILITIES**

#### **Staff and Department**

- 1 Responsibility for target setting, achievement and progress of all students in the department.
- 2 Keeping departmental staff fully aware of school policies and ensuring that they are carried out.
- 3 The preparation of agendas for departmental meetings, discussion and information documents for the department, and the writing of minutes of meetings which should be sent to the Head and Line Manager.
- 4 Representing the views of the Department ie consultative meetings.
- 5 Being responsible for the preparation of the departmental SEF and development plan and ensuring that it is followed.
- 6 Planning for and ordering all departmental resources for learning.
- 7 Encouraging members of the department to keep abreast of recent developments in subject areas, in particular, GCSE specification requirements.
- 8 Assisting in the professional development of the teachers including in-service work and career development.
- 9 Advising the Headteacher over selection of staff and being present at formal interviews when requested.

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- 10 Supervision and support of Newly Qualified/student teachers and students within the department and assisting with the completion of any reports required.
- 11 Monitoring of the performance of each member of his/her department and participating in arrangements for Performance Management in line with whole school policy.
- 12 Supplying work and materials for absent departmental staff.
- 13 Ensuring good order of departmental rooms and identifying damage for the premises or technical staff to put right.
- 14 Compilation of group lists and rotations with other HoDs where applicable.

## **Teaching and Learning**

- 1 Ensuring that lessons taught are engaging and differentiated to meet the needs of all learners.
- 2 Monitoring the teaching, marking and assessment of members of the department as well as monitoring the quality of reports written by members of the department.
- 3 Giving members of staff support and advice.
- 4 Delegating duties within the department.
- 5 Co-ordinating the work of the department.
- 6 Being responsible for the construction of Schemes of Work.
- 7 Selecting and resourcing the GCSE exam syllabus.
- 8 Being responsible for the preparation of assessments, mark schemes and portfolios and ensuring that assessment procedures are in line with school policy.
- 9 Ensuring that a record of attendance and mark book is maintained by each member of the Department.
- 10 Regular checking of homework and homework records.
- 11 Oversight of work and behaviour of all students within his/her department.
- 12 Ensuring that tutors, parents/carers and Assistant Headteachers are informed of progress, or lack of progress, of students.

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- 13 Consulting with Assistant Headteachers, SENCO and Gifted and Talented Coordinator over students requiring special help.
- 14 Oversight of display work in specialist rooms.
- 15 Arranging details of internal examinations ie setting, duplication and collation of papers, preparing mark schemes where appropriate and checking results.
- 16 Submitting external examination entries to the Examinations Officer.
- 17 Performing in accordance with any directions which may be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.