

Job Description – Head of Department

Responsible to	Head of Faculty
Pay scale	Main Pay Scale + TLR
Terms and Conditions	Full time

Purpose of job

- Lead and inspire the department to provide the best possible education for girls
- Represent the department at whole school level; putting into action the school's vision and values
- Create a cohesive and identifiable ethos for the department

Main duties and responsibilities

- Make department curriculum decisions based on changes and developments nationally and what is best for our students
- Support and develop staff in the department to ensure their wellbeing and their professional training
- Be responsible for staff allocation and timetabling as well as recruitment and retention
- Evaluate data and use it for monitoring and tracking student progress
- Act upon conclusions drawn from data across all groups of students, including intervention strategies where necessary
- Plan and run department meetings, attend and contribute to whole school Head of Department meetings and attend Head of Department/Head of Faculty meetings according to the school calendar. Subsequently to communicate with department staff the discussions at these meetings.
- Run appraisals according to the school procedure to enable staff to progress and develop
- Lead self- evaluation for the department through subject reviews and documentation
- Lead by example; support and adhere to school policies
- Foster a love for the subject and encourage student retention
- Communicate key decisions with and the Head of Faculty and support their vision for the Faculty
- Undertake the duties and responsibilities outlined for all teaching staff

Person Specification – Head of Department

Qualifications	Degree in the relevant subject Qualified Teaching Status
Experience	Ability to teach across all Key Stages, including A level CPD which shows a commitment to personal, professional development and leadership skills



Dr Challoner's High School

Knowledge, Skills and Personal Qualities	
	Proven organisational skills including time management and forward planning Passion for the subject Evidence of inspirational and outstanding teaching Understanding of the use of data for tracking and monitoring Familiar with Adobe Suite Software, Java, Gamemaker, HTML5, JavaScript, PHP, MySQL Familiar with a programming language such as Python or SmallBasic and able to produce coded examples of set tasks.