**Head of Department**

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|  **expectations** * Strive towards excellent teaching across the department.
* Where applicable support all teachers within the department in their continual development.
* Support all pupils to achieve their personal best in the subject.
* Agree annual Value-added departmental targets with the departmental line manager and evaluate the performance of the department and any individual teachers within the department against these.
* Lead the academic department positively.
* Select examination boards in consultation with the Deputy Head (Academic) and plan schemes of work
* Upon request provide and update academic information for the school website.
* Extend opportunities for the promotion of the subject beyond the classroom.
* Co-ordinate with other departments, attend Heads of Department meetings and meetings with the departmental SMT link as requested.
* Produce and update (annually) Departmental Improvement Plans in accordance with the aims and values of Fulneck School and the school’s overall development plan.
* Carry out a thorough annual review of the department including analysis of external results, staffing and curriculum issues.
* Perform reasonable duties as required by the Head or Deputy Head (Academic) regarding the planning and improvement of the academic curriculum of the school.
* Prepare a departmental budget request for the Bursar and control financial spending within the agreed limit.
* Liaise with the Estates Department over matters concerning maintenance, security or health and safety.
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| **management of staff*** Line manage and support members of the department.
* Delegate tasks to members of the department fairly and appropriately
* Implement a scheme of regular (recorded) lesson observations and work scrutiny within the department.
* Formally appraise each member of the department.
* Suggest and approve any subject based INSET courses for departmental staff.
* In line with the current absence policy, ensure that cover work is set by absent colleagues and, in the case of an emergency, organise cover work as appropriate for absent departmental staff.
* Deploy staff to classes in association with the timetable and Deputy Head (Academic).
* Hold regular departmental meetings to discuss whole school policies, teaching and learning strategies and subject issues.
* Represent the views of staff at Heads of Department meetings and in discussion with Deputy Head (Academic) or departmental line manager.
* Organise the production, marking and moderation of examination papers (internal, controlled assessment and where applicable, entrance exams).
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| **management of pupils/students*** Provide advice for students and parents regarding option choices including updating subject information on the website and in the option booklets.
* Ensure the identification of particularly able pupils, those with additional learning needs and pupils not making expected levels of progress, and implementation of suitable methods to assist them to develop and flourish in the subject.
* Where appropriate, place pupils into suitable sets or classes.
* Monitor and co-ordinate the use of the rewards and sanctions structure within the department, and communicate with pastoral staff over concerns or plaudits regarding pupil performance in the subject.
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| the above duties are in addition to those expected of a subject teacher |  |