



# Highclare School

## **Job Description: SENIOR SCHOOL (KS3, 4 & 5) HEAD OF DEPARTMENT Line Manager – Head of Senior School**

### **School Aims:**

- *To provide high quality teaching and to encourage independent learning and individual excellence within a secure and happy environment.*
- *To motivate each learner to achieve his / her full all round potential.*
- *To develop the value of self-respect and self-discipline, alongside tolerance and respect for others and the environment*

### **Head of Subject Department Responsibilities**

1. To be responsible for development and promotion of the Department throughout Senior School, eg. assemblies, website, school magazine etc.
2. To plan, implement and review curriculum within the framework of Highclare's curriculum, the National Curriculum or external examination syllabus.
3. To ensure that members of department assess pupils' work regularly and that records of this are kept.
4. To participate in the School's professional review process.
5. To participate in the Departmental Review and whole school self-evaluation process
6. To attend Heads of Department Meetings and hold regular departmental meetings.
7. To encourage the continuous professional development of staff in the department and the department as a whole.
8. To represent the department in matters related to whole school, e.g. curriculum planning, and contribute to the School Development Plan.
9. To liaise with the Deputy Head of Senior School in matters concerned with timetable and teaching allocation.
10. To liaise with the Deputy Head of Senior School for all curriculum matters.
11. To liaise with the Examination Officer in all matters concerning external examinations
12. To ensure that the departmental room(s) is/are well organised and maintain display work.
13. To manage the departmental budget effectively, ordering relevant materials as and when necessary and ensuring that stock is well cared for.
14. To organise the setting and marking of subject examination papers.
15. To organise setting arrangements where necessary within the department.
16. To ensure that members of your department contribute to the extra-curricular and enrichment provision.
17. To implement Health and Safety Policy as appropriate with your own department.
18. To ensure that new department members are acquainted with department and school practice and ensure that they settle in well.
19. To monitor teaching staff by carrying out lesson observations and book scrutiny on a regular basis.
20. To carry out any other reasonable duties commensurate with middle-management responsibility.

This list is intended to be as comprehensive as possible, but is not exhaustive.