



## Watford Grammar School for Boys

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www.watfordboys.org

### Job Description:

1. **Job Title:** Head of Department (Economics)
2. **Responsible to:** SLT
3. **Job Summary:** To be responsible, within Economics, for the development of teaching and learning and the delivery of the curriculum to agreed standards and within statutory frameworks and other regulations throughout the School.
4. **Duties and Responsibilities**

In addition to those of a classroom teacher:

1. Being responsible for the Department's choice of examination boards and specifications. Ensuring, through regular and recorded monitoring, that the teachers and what is taught in the department comply with regulatory structures, relevant specifications and school policies and agreed practices. Ensuring the effective delivery of that teaching, such that examination results and value added for the department are on a rising trend.
2. Ensuring that the department has written, current, appropriate and regularly reviewed schemes of work at all levels and keeping a record of the review processes.
3. Ensuring that regular (half-termly), relevant assessment is undertaken at all levels and that the information derived from this is used to set targets and make plans for student progress. Ensuring that details and evaluations of these assessments are passed to the Leadership Team and appropriate HoYs and other HoDs
4. Using available data to ensure that the progress of all students and groups of students (especially underachievers, EAL and SEN students) is reviewed regularly, and liaising with Form Tutors and other Heads of Department/Year to ensure that appropriate action is taken to address identified problems.
5. Ensuring effective staff development within the department and organising appropriate and effective mentoring for all staff as required. This will require the HoD to have oversight and input into the Appraisal structure for the Department.

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6. Holding frequent (half-termly) minuted meetings of the department. Minutes to be copied to the Leadership Team. These meetings will be seen to focus mainly on Teaching and Learning.
7. Ensuring good value for money in the use of human and physical resources allocated to the department and accounting for their respective allocation
8. Participating in HoD meetings and liaising with other departments as required and regularly with Learning Support either personally or through the Departmental Coordinator.
9. Putting in place systems regularly to obtain feedback on the work of the Department from students and from Parents and to use that feedback in departmental improvement plans. Being responsible for all communication with parents from the department.
10. Producing an annual development plan and departmental report commenting on progress in each year group including SEF, an analysis of examination performance and budgets for discussion with the Leadership Team.
11. Ensuring that the department is compliant with all legislation and school requirements to secure effective safeguarding and the well-being of staff and students.
12. Any other task as may be reasonably requested by the Headmaster