**Head of Department Job Description**

The role of the Head of Department is to develop the subject throughout the school and to ensure that each pupil is encouraged to reach her full potential. The Head of Department is responsible for ensuring that the subject is effectively delivered and that staff and resources are well-managed. It is important that the Head of Department recognises their responsibility to keep up-to-date with developments in their subject and in other areas of education related to their role.

**Responsibilities**

Staff

1. To provide strong leadership, sensitively guiding and advising other members of staff within the department and acting as a model of good practice
2. To ensure that teaching within the department is of a very high standard and to seek to improve the effectiveness of teaching within the department
3. To support members of the department in dealing with behavioural and homework issues
4. To ensure good communication with and between members of the department
5. To effectively delegate responsibilities and tasks within the department
6. To ensure that all members of the department are familiar with the School and Departmental Health and Safety policies and to ensure their effective implementation
7. To carry out an annual observation of each member of the department
8. To complete the CPD review process with each member of the department annually
9. To ensure that appropriate cover work has been set when a member of the department is absent
10. To support the professional development of members of the department, including the induction of new members of the department
11. To liaise with member of staff in other departments to ensure effective development of pupils’ literacy, numeracy and ICT skills through the subject

Pupils

1. To ensure that all pupils are able to learn effectively
2. To be responsible for the monitoring of pupils’ progress and performance in the subject, using data as appropriate
3. To be responsible for ensuring that pupils receive effective subject mentoring
4. To carry out regular scrutiny of pupils’ work as a means of monitoring the quality of teaching and learning with the department
5. To analyse the performance of pupils on internal and external examinations by completing the required documentation and to use this analysis as a tool for departmental development
6. To offer a range of enrichment activities to pupils to promote the subject and foster an enthusiasm for its learning

Parents

1. To deal with parental concerns in the subject, first seeking advice from members of the Senior Management Team and the Pastoral Team as appropriate
2. To record on the MIS details of any contact with parents

Curriculum

1. To develop the curriculum in response to the needs of the pupils, changes to the National Curriculum and changes to examination specifications
2. To ensure smooth transitions between Key Stages in the subject, including the transition from Junior School to Senior School
3. To regularly review and produce Schemes of Work
4. To work with the Driector of Studies to plan appropriate staffing for each academic year

Recruitment and Marketing

1. To organise departmental events for School Open Days in order to promote the subject and the school to prospective parent and pupils
2. To promote the subject as an A-level choice at Sixth Form Open Evenings and Taster Days
3. To organise activity sessions for Year 5/6 Taster Days and Entrance Test Day, as requested by SMT
4. To regularly update the departmental area of the school website
5. To provide information to the marketing manager about achievements and events within the department

Resources

1. To manage the departmental budget
2. To regularly review the suitability of departmental resources, including textbooks, equipment and online resources and to order new resources as required
3. To keep good stock records and clear financial accounts
4. To ensure that the rooms used for the teaching of the subject are kept tidy, safe and that they present a stimulating environment

Administration

1. To hold regular, well-managed departmental meetings to enable all members of the department to contribute to planning and policy making, and to share good practice. To record the minutes of these meetings
2. To work with the examinations officer to ensure that all paperwork for external examinations is completed correctly. This includes entries and predicted grades.
3. To produce a Departmental Annual Operating Statement.
4. To produce the subject pages for the GCSE and A-level Options Booklets
5. To attend Heads of Department meetings
6. To review and update the Departmental Handbook annually