**HEAD OF DEPARTMENT**

**JOB DESCRIPTION**

# The Purpose of the Post of Heads of Departments

*The Head of Department is a key figure in the life of the school, whose core purpose is to raise standards in their department. S/he plays a central role in helping to implement agreed aims and objectives for the school as a whole and, through her/his leadership of colleagues and students, for their department in particular.*

# Key Duties of Heads of Departments

In addition to the responsibilities of being a teacher and a tutor, Heads of Departments will have specific duties as outlined below:

1. **Subject review and improvement planning**

a) Review and analyse student performance in external exams and write the department’s self-evaluation and improvement plan

b) Monitor the progress of students within the department throughout the year and oversee the implementation of interventions as necessary.

c) Advise the Exams Officer about examination entries as required.

1. **Students**
2. Contribute to the allocating of students into teaching groups in line with school policy and in collaboration with other departments when appropriate. Review teaching groups as necessary.
3. Be responsible for the guidance, discipline and welfare of students in the context of the department, in association with colleagues who have special responsibilities in these fields, with a particular care for students in vulnerable groups.
4. Monitor, assess, record and respond to students’ progress and needs in line with school policy. Set targets and implement intervention strategies for students. Communicate with parents/carers as appropriate, and ensure all teachers in the department report to them as required by school policy.
5. Maintain student records as required by school policy.

**3. Staff**

1. Make effective and equitable deployment of teaching and non-teaching staff, with advice on timetable planning.
2. Take responsibility for the effective performance management of members of staff as required by the performance management structure.
3. Line Manage the Second and Third in the Department (if applicable) and agree appropriate responsibilities for them.
4. Monitor the work of all staff who teach in the department, including the quality of their teaching and marking, ensuring they set homework and meet deadlines as required, and liaise with the SLT Line Manager for the department about any action that needs to be taken.

**4. Curriculum**

1. Define departmental aims and objectives, and oversee the translation of them into meaningful courses of study, which deliver at appropriate levels across all ages and abilities.
2. Oversee the planning of the range of students’ learning experiences, in the context of the school’s and the department’s broad aims and objectives.
3. Take responsibility for the production and updating of the subject’s schemes of work.
4. Guide staff on the appropriate methodology and resources to realise departmental aims and educational ideology.
5. Relate the academic work of the department to children with special needs, to the school as a community and to the school in the community.
6. Evaluate departmental performance and priorities against agreed targets. Communicate and review these with the SLT Line Manager, the Principal, Governors, and the Trust as required.

**5. Resources**

1. Evaluation, select, acquire or produce an appropriate range of learning materials to enable the curriculum to be delivered appropriately.
2. Give guidance to other staff as necessary on the effective utilisation of resources.
3. Work within the budget provided for the department.

This job description sets out the main expectations of the school in relation to the post-holder’s professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. There are no definitive working time arrangements in the national conditions of employment. The job description will be reviewed once per year and may be subject to amendment of modification at any time after consultation with the post-holder.

June ’18.

I have reviewed this job description and I understand all my duties and responsibilities. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_