



Job Title: Head of Department

To support, hold accountable and lead staff in their delivery of a specified subject area to impact on the teaching and learning of all students.

Reporting directly to assigned SLT member.

Duties:

- Set a positive example to all department members.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To provide a model of excellent classroom practice for all staff to raise the standard of teaching and learning
- To provide successful management of a specified curriculum area to provide high quality teaching, the effective use of resources and improved standards of learning and achievement for all students.
- To support the SLT in performance management procedures.
- To assist other middle leaders and SLT members in the review of standards and monitoring of progress of all students.
- To understand and actively implement the key aspects of the school's behaviour and inclusion policies.
- To oversee and evaluate a budget allocation to ensure that the budget is spent in-line with learning priorities and best value principles.
- To work closely with other HoD's to ensure a consistent school approach.
- Have a high level of communication with the team in ensuring consistency of curriculum delivery, assessment, feedback and marking. Maintaining/improving standards.
- Successfully implement and review the departmental Action Plan that links with SDP.
- Be responsible for regular review of whole school departmental policy in consultation with staff and SLT.
- Advise and work alongside colleagues in the classroom, to support, monitor and develop the department.
- To support SLT in monitoring the teaching of specified subject throughout the school.
- Organise Departmental INSET for staff as well as parent workshops when required.
- Attend training and remain current with contemporary developments within the subject and teaching and learning.
- To analyse assessment data to measure student's attainment/progress and report to SLT.
- Observe other teachers in the department on a regular basis to ensure that they are teaching to a high standard.
- Set up programmes of observation between department members for sharing of best practice.
- Encourage informal observation within the department to ensure a learning culture is established.
- Ensure department responsibilities for documentation, cover, marking etc. are delegated as and when necessary.
- Chair regular department meetings, ensuring minutes are kept and that there is follow through on agreed action points.

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