

# JOB DESCRIPTION



**JOB TITLE:** Head of Department

**LINE MANAGER:** Principal

## **PURPOSE OF THE JOB**

Heads of Department (HoD) play a significant role in ensuring a high-quality teaching and learning experience for our students. The HoD is responsible for the development of the strategic direction of the subject and is responsible for the development and implementation of practices which reflect the College's commitment to high aspirations and achievement through effective teaching and learning. The HoD is responsible for the planning, organisation and review of the course(s) provided in the subject area and, in conjunction with the Senior Management Team (SMT), the guidance and support of the subject team(s).

## **KEY PERFORMANCE AREAS AND RESPONSIBILITIES**

### **Teaching and Learning**

- Oversee course planning, including the production and review of schemes of work for the subject area
- Guide and advise teachers within the subject area on all matters of teaching and learning, including the development of online learning
- Maintain and promote good discipline amongst students and support their development of independent learning
- Lead the subject area team in the development of teaching materials by developing a culture of mutual support and sharing effective practice within the subject team
- Be responsible for the internal and external examination and assessment arrangements for the subject area (liaising with the exams staff where appropriate), including moderation and internal standardisation of internally assessed coursework
- Monitor and evaluate students' progress within the programme area
- Liaise with team members, parents/guardians, the appropriate tutor and the SMT as required to identify, plan and monitor support for individual students as required
- Ensure that learning resources and methods of delivery across the subject area meet the needs of individual students
- Ensure that teachers are aware of the implications of equality of opportunity which the subject raises and that teachers promote equality and British values through their teaching
- Keep updated with local and national developments in the subject area and make relevant changes to programmes of study
- Advise the Vice Principal: Curriculum on the staffing, timetabling and resource needs of the subject area and, according to the size of the subject area, to share responsibility for meeting them, including the appointment of staff
- Allocate resources to team members and to monitor their effective use
- Ensure that displays and resources in student work areas are motivational, up-to-date and relevant
- Implement arrangements for induction and mentoring of new staff (including ECTs, PGCE students or similar and supply staff)

### **Quality improvement**

- Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data

- Evaluate the teaching of the subject by the monitoring of teachers' plans and through analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching
- Review the work of the subject area team, writing the self-assessment report of the subject area and participating in quality reviews as required.
- Produce the subject(s) action plans

### **Marketing**

- Present a positive view of the subject area to all internal and external stakeholders and to assist the Vice Principal: Operations in the organisation of marketing events (e.g., taster days for partner school pupils), as appropriate to the size of the subject area and the grading of the post.

### **GENERAL RESPONSIBILITIES**

- Ensure departmental resources are used efficiently and effectively, including managing the departmental budget
- Participate in training and team development activities, to update knowledge and skills.
- Make best use of technology, facilitating change to deliver new ways of working, which support the college's strategic objectives and core values.
- Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
- To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
- Take part in the college's staff appraisal and performance management cycles as appropriate.
- Promote and monitor the well-being of team members and refer to Director of Inclusion and Development where there are concerns
- To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.
- Chair departmental meetings and attend HoDs meetings
- Manage the Health and Safety policies and procedures within the department
- Ensure the quality of the learning environment