



JOB DESCRIPTION: HEAD OF DEPARTMENT

Context

A Head of Department is responsible to the Head and the Senior Leadership Team and is required to uphold the ethos and values of the school, leading and managing their Department in line with general school policies, providing strategic leadership, guidance and support.

A Head of Department has considerable delegated leadership responsibilities and is expected to maintain a positive culture within the Department, encouraging staff to use their skills and talents to bring the very best out of the personal development and aspirations of students in their care, influencing the quality of teaching and learning in their subject area(s).

In practical terms this means that a Head of Department has a responsibility to ensure that the Department maintains a continuing capacity for improvement with high expectations for all. This will be achieved by sensible and realistic long term leadership backed up by efficient day-to-day management designed to promote the highest possible professional standards. To discharge the duties listed below effectively a Head of Department will need to observe lessons (part and whole), monitor exercise books, classwork and homework, marking, assessment data, keeping a record of these and liaising appropriately with the Senior Leadership Team.

A Head of Department is specifically responsible for the following:-

Teaching

- Overseeing the Intent, Implementation and Impact of the departmental curriculum.
- Ensuring all necessary departmental policies and guidelines are developed, kept up to date, understood and adhered to.
- Ensuring appropriate Schemes of Work are in place at all levels which reflect the needs of all students including those with SEND and which also reflect appropriately challenging use of ICT.
- Leading on curriculum design including overseeing the research, preparation for, and introduction of, new specifications as either appropriate or necessary.
- Ensuring that all staff set and maintain appropriately high standards.
- Creating a climate where good practice is shared as a matter of course and where staff development needs are identified and met as fully and professionally as possible.
- Advising on appropriate forms of classroom management and teaching methods.
- Overseeing the regular setting and monitoring of homework in line with school policy.
- Ensuring that the standards of class work are suitably challenging at all levels of ability.
- Monitoring standards of teaching and learning within the Department and agreeing appropriate strategies and Action Plans to improve these when necessary.
- Ensuring that work is marked regularly and appropriately in line with marking policy.

- Ensuring that appropriate coursework is set, marked and moderated in line with examination boards regulations.
- Working with the Examinations Officer to ensure that all examination entries are properly made.

Achievement

- Analysing data relating to the past and the potential performance of students and tracking student progress with a view to eradicating under achievement and maximising student performance.
- Keeping and analysing data relating to the performance of students in different teaching groups and ensuring that the necessary assessment procedures are in place, to support the tracking referred to above.
- Devising appropriate strategies and Action Plans arising out of the above analysis.
- Keeping relevant year on year comparative data relating to student performance.
- Producing a written analysis of examination results annually and discussing these with the Senior Leadership Team.
- Producing an annual SEF and Development Plan in relation to the Ofsted framework.
- Arranging regular formal departmental meetings and supplying minutes in the form of action points to the Head.
- Ensuring appropriate delegation within the department to other managers, teachers (including peripatetic and assistants), support staff and technicians.
- Ensuring appropriate work is set for the classes of absent colleagues if they are unable to do this themselves.

Leadership and Management

- Attending Heads of Department/Heads of Year meetings as laid out in the calendar.
- Organising departmental representation at internal and external meetings when required.
- Liaising with the Senior Leadership Team and Heads of Year (and occasionally with Governors).
- Liaising with the school's Timetabler and advising on the allocation of teachers for classes.
- Liaising with the Senior Leadership Team to carry out a Departmental Self-Evaluation at least every two years.
- Liaising with parents/carers who have concerns over the progress of their children, in association with Heads of Year if appropriate.
- Managing the Department's budget in line with the school's requirements.
- Identifying departmental equipment needs.
- Ensuring that the necessary procedures are in place to track stock and resources belonging to the department.
- Ensuring that all damage, graffiti, problems with cleaning etc within or near the department area is reported promptly to the school's Operations Manager.

- Ensuring that any accidents are reported promptly and that the Accident Book is filled in appropriately.
- Overseeing and directing the work of peripatetic and support staff, assistants or technicians who are part of or attached to the department.
- Liaising with the Senior Leadership Team to ensure that appropriate Appraisal arrangements are in place and that these are working effectively including carrying out Appraisal on one or more members of the Department (to be agreed and reviewed annually).
- Assisting the Senior Leadership Team with the appointment of new staff.
- Liaising with the Senior Leadership Team over the allocation to the department of ITT students and ECTs, in line with whole school policy.
- Liaising with colleagues in feeder middle schools and attending pyramid meetings when required.
- Being involved in the continuing professional development of staff within the Department.

Behaviour and Safety

- Putting appropriate strategies in place to ensure an orderly atmosphere in the departmental area eg classes arriving at and leaving lessons, lessons started and finished professionally.
- Supporting colleagues in line with the school's policies when students are disruptive and uncooperative.
- Ensuring that departmental teaching areas are inspiring, stimulating and well organised environments, liaising with the school's Operations Manager when necessary.
- Promoting strategies that will lead to a calm, orderly atmosphere in the corridors and other public areas adjacent to the department teaching rooms.
- Liaising with staff organising visits/field work etc to ensure that proper arrangements are in place.

In departments where there is a wider management structure, it is expected that some management responsibilities outlined above will be delegated.

AAE
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