# Head of Department

**Hours**: Permanent, full time

**Salary**: MPS/UPS plus TLR

**Responsible to**: The post-holder is responsible to the Headteacher but will need to work directly with the Deputy Headteacher, Head of Sixth Form and Assistant Headteachers on general curriculum matters, the development of teaching and learning and other College plans and priorities

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# Purpose

To be accountable for leadership of all aspects of the 11–18 delivery in the department, including:

* curriculum content, organisation and development
* the quality of teaching and learning in the department
* staff professional development and performance management
* assessment, recording and reporting
* health and safety

The post-holder is expected to be an effective and successful teacher, who shows a high level of commitment to the school and offers positive support for its aims, values and principles.

# Main responsibilities

## 1. Curriculum

* Formulating detailed schemes of work, including continual review and evaluation
* Ensure differentiation of curriculum content (meeting the needs of all students) and opportunities for extension work
* Lead curriculum development through departmental CPD and external training for all departmental staff
* Monitor and evaluate the impact of accredited courses and ensure they meet the needs of all students
* Monitor and evaluate the provision of resources and accommodation, including managing and allocating relevant budgets

## 2. Teaching and learning

* Induct, support and monitor new staff
* Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
* Monitor and evaluate standards of teaching, identifying areas for improvement
* Monitor the quality of marking, feedback and target setting across the department
* Plan and implement strategies to improve teaching where needs are identified
* Take initial responsibility for the pastoral care and welfare of all department staff
* Ensure good pastoral care and personal development of all students whilst developing a culture of high expectations for attitudes to learning

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## 3. Professional development

* Contribute to the appointment of new staff in the department
* Act as a performance management team leader for identified teachers
* Support whole-school and department Inset
* Produce an annual department development plan consistent with whole-school priorities and conduct termly reviews of progress towards objectives
* Oversee monitoring and evaluation to support the school monitoring, evaluation and review (MER) cycle

## 4. Assessing, recording and reporting (ARR)

* Ensure that formative and summative assessment is an integral part of schemes of work and supports the school ARR cycle
* Monitor and evaluate the quality of assessment materials and tools
* Lead departmental moderation and standardisation of assessment
* Oversee entry of external assessments in liaison with the examinations officer
* Evaluate assessment information for individuals, groups and cohorts and ensure that tracking of student progress is carefully monitored

## 5. Health and safety

* Regularly review the departmental risk assessments to ensure that they reflect and inform current practice
* Oversee and implement the health and safety policy within the department

# Further responsibilities

* Present an analysis and evaluation report to the senior leadership team and governors as requested
* Play an active role in all facets of school life, including participating in development and policy making
* Promote and support extra-curricular activities, departmental visits and fieldwork to encourage and enrich students’ learning experiences
* Actively promote the development of the subject across the school
* Support whole-school functions such as prize day, open evenings, etc
* Any further duties as required by the Headteacher