



CAMDEN SCHOOL FOR GIRLS

Frances Mary Buss Foundation

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Camden School for Girls Head of Department Job Description

Curriculum

- 1) To prepare, revise and update and develop appropriate schemes of work in consultation with other members of the department, mapping out a carefully sequenced curriculum which develops knowledge, understanding and key skills, ensuring strong progression for all students.
- 2) To ensure schemes are aligned with key assessment descriptors ensuring a formative approach to target setting and reporting.
- 3) To be responsible for producing and implementing a marking policy, ensuring an effective and efficient feedback cycle that drives forward learning and maintains a manageable workload.
- 4) Use department and whole school data effectively to drive forward learning and inform a strategic approach to intervention.
- 5) To formulate a departmental policy on homework, ensuring high quality homework is set consistently across the department across all three Key Stages.
- 6) To ensure the department has a rich extra-curricular offer as well as a regular programme of trips and educational visits. To coordinate a range of activities intended to stretch learners such as scientific competitions, Olympiads and a broad range of STEM challenges.

Teaching and Learning

- 1) To understand the strengths and areas of development of each member of the department and, via instructional coaching, modelling and a meticulous focus on establishing what best practice looks like for the department.
- 2) To ensure staff are structuring concepts, ideas and information for students such that learning is embedded in the long-term memory.
- 3) To monitor the quality of teaching and learning in a structured way and provide feedback to staff on how to further develop. Use regular learning walks to build a culture of continuous improvement.
- 4) To be an exceptional practitioner, showcasing and modelling outstanding teaching and learning to the department and the school.

Staff

- 1) To lead staff with positivity, energy and innovative approach, supporting the team and getting buy-in.
- 2) To foster a strong collaborative, open ethos in the department. Build on the expertise of the team and provide a strong and clear direction for development.
- 3) To encourage departmental colleagues to find opportunities for their professional development and to lead subject specific development for staff.
- 4) To conduct Appraisal procedures in accordance with the school's agreed arrangements and use the appraisal process to hold staff to account and drive forward development in the department.
- 5) To manage short term and long-term absence in the department, making arrangements such that learning continues for the students.
- 6) To contribute to the appointment of staff within the department.
- 7) To support members of the department in their work, giving particular help to newly appointed staff and newly qualified and student teachers. This must involve observing them teach.
- 8) To work closely with the SLT line manager in leading the department.

Pupils

- 1) To liaise with the SENDCO and Pupil Premium Co-ordinator to ensure that the individual needs of students are met in the classroom.
- 2) To track pupil progress across all years in the school and provide interventions to support students who are not making appropriate progress.
- 3) To be responsible for behaviour of students in lessons and liaise with pastoral staff.
- 4) To make decisions regarding sets and/or groups of students.

Communication

- 1) To attend meetings of Heads of Departments to contribute to the devising and discussion of cross-curricular policies, and sharing of good practice with their departments. To represent the department at meetings organised by the Local Authority and to liaise with other Heads of Science in similar schools.
- 2) To hold regular departmental meetings focused on teaching and learning and the curriculum.
- 3) To communicate with parents/carers as needed.

Resources

- 1) To be responsible for departmental finances as a cost centre manager, ordering books and materials, and keeping records of expenditure, and producing budgets and accounts.
- 2) To manage the development of high-quality resources and materials in the department.
- 3) To oversee the management of the labs and ensure these are prepared for delivering lessons effectively. To line manage a team of science technicians.

Leadership and Management

- 1) To devise, develop and review annually a strategic Departmental Improvement Plan, and a Departmental Self-Evaluation Report.
- 2) To be responsible, as appropriate, for matters pertaining to Health and Safety within the department.
- 3) To contribute to school self-evaluation through lesson observation, work scrutiny and response to pupil and parent voice.

Our criteria for selecting a head of the department will be evidence of:

- QTS and a good honours degree
- outstanding teaching at every level
- exceptional subject knowledge
- strong track record of results
- high expectations of all students
- previous success as a teacher at every level and also as tutor, leader and manager
- familiarity with new developments in teaching, especially with evidence-based practice
- ability to communicate clearly in speech and writing and to promote the subject within the school community
- ability to work and share expertise within a committed team
- sympathy with the aims and ethos of the school
- a sympathetic awareness of the broader needs of students
- an understanding of, and a commitment to carrying out, equal opportunities policies
- ability to establish high professional standards by personal example