

## **Watford Grammar School for Boys**

Rickmansworth Road, Watford WD18 7JF Tel: (019 23) 208900 Fax: (019 23) 208901  
[www.watfordboys.org](http://www.watfordboys.org)

### **Job Description: Head of Department**

**To be responsible, within the relevant subject area, for the development of teaching and learning and the delivery of the curriculum to agreed standards and within statutory frameworks and other regulations throughout the School.**

**Specific responsibilities, in addition to those of a classroom teacher:**

- 1. Being responsible for the Department's choice of examination boards and specifications. Ensuring, through regular and recorded monitoring, that the teachers and what is taught in the department comply with regulatory structures, relevant specifications and school policies and agreed practices. Ensuring the effective delivery of that teaching, such that examination results and value added for the department are on a rising trend.**
- . Ensuring that the department has written, current, appropriate and regularly reviewed schemes of work at all levels and keeping a record of the review processes.**
- 3. Ensuring that regular (half-termly), relevant assessment is undertaken at all levels and that the information derived from this is used to set targets and make plans for student progress. Ensuring that details and evaluations of these assessments are passed to the Leadership Group and appropriate HoYs and other HoDs**
- 4. Using available data to ensure that the progress of all students and groups of students (especially underachievers, EAL and SEN students) is reviewed regularly, and liaising with Form Tutors and other Heads of Department/Year to ensure that appropriate action is taken to address identified problems.**
- 5. Ensuring effective staff development within the department and organising appropriate and effective mentoring for all staff as required. This will require the HoD to have oversight and input into the Performance Management structure for the Department.**
- 6. Holding frequent (half-termly) minuted meetings of the department. Minutes to be copied to the Leadership Group. These meetings will be seen to focus mainly on Teaching and Learning.**

- 7. Ensuring good value for money in the use of human and physical resources allocated to the department and accounting for their respective allocation**
- 8. Participating in HoD meetings and liaising with other departments as required and regularly with Learning Support either personally or through the Departmental Coordinator.**
- 9. Putting in place systems regularly to obtain feedback on the work of the Department from students and from Parents and to use that feedback in departmental improvement plans. Being responsible for all communication with parents from the department.**
- 10. Producing an annual departmental report commenting on progress in each year group including SEF, an analysis of examination performance and budgets for discussion with the Leadership Group.**