# JOB DESCRIPTION: HEAD OF DEPARTMENT/ TEACHER IN CHARGE

These post holders play a crucial role in the main activity of the School. Their task is to inspire and motivate pupils and colleagues, by ensuring the provision of the right material at the right time for the right pupils. They dictate methodology, make decisions over assessment and recording, determine examination setting internally and levels of entry externally, and they are responsible for the progress of their subject area and its students’ results.

They give the Head Teacher a detailed profile of all external results, discuss these, analyse them, assess tactics and approach for the coming year, and provide a statement of the subject’s needs for the year ahead.

In addition, they are, of course, required from time to time to set aside subject interests to consider the broader interests of the School.

The central tasks of a Head of Department/ Teacher in Charge of a subject are:

* To raise standards of student attainment and achievement within a subject area, to monitor and support student progress.
* To be accountable for student progress and development within the subject area.
* To develop and enhance the teaching practice of others within the department.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school.
* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the Department.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the Department.
* The day-to-day management, control and operation of course provision within the Department, including effective deployment of staff and physical resources. Organising and maintaining equipment and stock and keeping appropriate records.
* To keep up to date with national developments in the subject area, including teaching practice and methodology.
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, etc
* To set overall pupil targets within the subject and to work towards their achievement.
* To make use of analysis and evaluate performance data provided.
* To produce reports on examination performance, including the use of value-added data.
* To identify and take appropriate action on issues arising from data. Setting deadlines where necessary and reviewing progress on action taken.
* To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
* To ensure that all members of the subject are familiar with its aims and objectives.
* To manage the financial planning of the Department and to ensure that its planning activities reflect the needs of students within the subject area, School Development Plan and the aims and objectives of the School.
* In conjunction with the SLT lead on ICT and the ICT Manager foster and oversee the application of ICT in the Department, including the development of materials.
* Where appropriate, ensure that Health and Safety policies and practices, including risk assessments, are in line with national requirements and are updated where necessary, including liaising with the School’s Health and Safety Officer.
* To manage cover work for absent members of the Department and to oversee that the pupils continue to achieve during periods of short, medium or long term absence of Department members.
* To work with the Deputy Head to ensure that staff CPD needs are identified and that appropriate programmes are designed to meet such needs.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the Department.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To work with the Timetabler in order to ensure that the Department’s teaching commitments are effectively and efficiently timetabled and roomed.
* To maintain common standards of practice within the Department.
* To contribute to the School procedures for lesson observation.
* To monitor and evaluate the curriculum area in line with agreed School procedures.
* To promote the subject at Open Days/Evenings and other events.
* To represent the Department’s views and interests.
* To provide the Governing Body with relevant information relating to the Department’s performance and development when required.