

## **Head of Department Job description**

### **Line managed by Deputy Head**

**Summary:** Overall responsibility for teaching and learning, achievement and attainment within the department. To inspire their departmental colleagues and all students who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life. Organisation of the delivery of the subject in the school. To contribute to the development and maintenance of whole school strategy, policies and ethos.

### **Specific Responsibilities**

#### **A. Strategic direction and development of the subject**

1. To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
2. To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
3. To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
4. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
5. To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
6. To establish and implement a variety of systems and processes which provide good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in the subject.
7. To involve all departmental colleagues in the creation and execution of the yearly departmental development plan. This will identify clear targets, times-scales and success criteria and contribute to the College Development Plan (CDP).
8. To develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the CDP.
9. To ensure that the departmental planning is part of the holistic curriculum planning of the college.
10. To support, facilitate and monitor the progress of the departmental development plan to ensure it makes a significant contribution to the CDP
11. To regularly review the progress towards the targets set in the departmental development plan and provide regular progress updates to the Deputy Head to ensure that they are fully aware of all successes, issues and concerns.
12. To ensure, where appropriate, representation of the department at HODs meetings. If not attending the HODs meetings, to keep abreast of debate and contribute through a representative colleague.
13. To hold regular, half termly, departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.

#### **B. Teaching and learning**

1. To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject, in line with the CDP.
2. To keep abreast of new developments in content and teaching style, including use of new technologies.
3. To monitor and evaluate the department's specification and schemes of work.
4. To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.

5. To ensure that all subject staff follow the agreed syllabus/specification.
6. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).
7. To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
8. To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.
9. To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
10. To provide quality assurance monitoring and intervention with all subject staff.
11. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
12. To provide regular feedback to the Deputy Head to help the school evaluate its practice.
13. To assist the Deputy Head in the regular review of the standards of leadership, teaching and learning in the subject area
14. To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

### **C. Leading and managing staff**

1. To give necessary help and guidance to all subject staff.
2. To help in the selection of teaching staff for the department.
3. To be responsible for inducting new staff.
4. To ensure that all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
5. To assist members of the department in discipline matters.
6. To secure, maintain and integrate the collaborative effort of the subject staff so that involvement, commitment and team spirit are promoted.
7. To ensure that subject staff are familiar with and follow all school and departmental policies e.g. reports, disciplinary procedures, setting and marking of work.
8. To assist SLT in drafting reports and references on present and past members of the department.
9. To alert the Deputy Head of any complaints regarding subject staff and discuss strategies for the support of teachers as required.
10. To implement and promote the use of performance management to develop the personal and professional effectiveness of subject staff.
11. To act as a performance management team leader for identified teachers.
12. To ensure that all subject staff have high quality CPD opportunities.
13. To monitor and evaluate the contribution and impact of other staff to school improvement.
14. Take initial responsibility for the pastoral care and welfare of all departmental staff.

### **D. Resource Management**

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation (where appropriate) of the department.
3. To ensure that the teaching area allocated to the department is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject, including display in classrooms and other department related areas of the college.
5. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
6. To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued by SLT.
7. To plan the deployment of staff expertise to achieve the targets in the CDP.

This job description may be modified by the head teacher, with the postholder's agreement, to reflect or anticipate changes.