

**STANDARD PROFESSIONAL RESPONSIBILITIES – TEACHING STAFF – HEAD OF SUBJECT  
(SEE MAIN JOB DESCRIPTION)**

The Head of Subject works closely with the Head of Department to ensure the effective management of the subject area and to enhance the quality of teaching and the educational experience of the student. The Head of Subject thus ensures that the Head of Department is kept informed of developments within the subject area.

**1. Management of Students**

- a. Monitor and evaluate individual students' progress and needs, particularly as part of the College's regular reporting and assessment procedure, using the information gained to help guide curriculum development. Design and implement interventions, when necessary, in liaison with the Head of Department and relevant pastoral staff.
- b. Co-ordinate the support of students with disabilities and learning difficulties.
- c. In conjunction with the Careers department, offer appropriate guidance on related higher education courses/employment opportunities. Relate subject courses to the world of work and coordinate development of employability.

**2. Management of Staff (teaching and non-teaching)**

- a. Participate in the appointment of new staff.
- b. Provide guidance and support to teaching and non-teaching staff working in the subject area.

**3. Management of the Curriculum**

- a. Contribute to the definition and development of the academic/pastoral aims and objectives of the College.
- b. Select appropriate examination specification and liaise with examining bodies.
- c. Review and update schemes of work and curriculum maps as guidance for staff on the methodology and resources to realise departmental goals.
- d. Encourage subject involvement in the College entitlement curriculum including through the Tutorial Programme, Additional Studies and in other appropriate ways.

**4. Liaison/Communication**

- a. Provide clear, informative advice regarding subject courses to prospective students and their parents.
- b. Establish close curricular links and regular communication with corresponding subject areas in partner schools.
- c. Be informed of relevant development in higher education and seek to establish an exchange of ideas with such institutions.

**5. Physical Resources/Finance/Rooming**

- a. Oversee the selection, storage and evaluation of appropriate learning materials.
- b. Oversee the maintenance programme of any specialist departmental equipment ensuring that all duties are carried out in accordance with relevant Health & Safety legislation and good practice

**6. General Duties and Administration**

- a. Organise students in appropriate learning groups.
- b. Maintain files and records.
- c. Organise cover for absent staff.
- d. Examinations:
  - i. prepare entry lists for external examinations;
  - ii. oversee appropriate standards moderation procedures as required;
  - iii. analyse and present examination results.
- e. Such other duties as may reasonably be requested by the Principal, designated alternate or the Head of Department.

**NB:** It should be recognised that there may be flexibility over the sharing of responsibilities between the Head of Department and Head of Subject and that some of the responsibilities contained in this description may be delegated to other members of the subject area.

**Responsible to:** Head of Department and the relevant Assistant Principal/Senior Staff link