

JOB DESCRIPTION HEAD OF DEPARTMENT

RESPONSIBLE TO:

The immediate Line Manager (normally a member of SLT), through them to the Deputy Head (Academic) and ultimately the Head.

CORE PURPOSE:

In addition to those professional responsibilities common to all teachers at the school, the postholder's key accountability will be to lead and manage a Department or curriculum area, with overall responsibility for delivery of a subject or whole curriculum area, and for raising the standards of teaching, learning and attainment in that subject or area. Also for ensuring that each of the five areas identified in Every Child Matters are addressed as appropriate in that area.

SPECIFIC RESPONSIBILITIES

The postholder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

THE PROFESSIONAL RESPONSIBILITIES OF ALL TEACHERS

1. **The professional responsibilities common to all classroom teachers at the school (see Job Description of a Teacher)**

LEADING AND MANAGING THE DEPARTMENT

2. **Leading and Managing all aspects of the Department**
 - a. To deploy staff effectively within the subject or curriculum area including support staff as appropriate; to assist the Head with the appointment of staff as appropriate
 - b. To be responsible for leading the development of the subject or curriculum area through collaborative development of clear strategic direction, focussed in the Department Development Plan, and set in the context of the overall School Development Plan; establishing and making explicit Departmental aims and objectives
 - c. To be responsible for evaluating collaboratively the previous year's work, according to agreed deadlines
 - d. To be responsible for managing all aspects of the subject or curriculum area and for the delivery of Department objectives, including management of rooms and resources to create a safe and cared for environment, and of effective display
 - e. To be responsible for the learning and resources budget allocated to the Department
 - f. Ensuring Department Meetings take place with clear agendas and minutes or other outcomes (for example teaching materials or development of new syllabus and Schemes of Work) which are circulated to all relevant staff including the Department Line Manager on SLT
 - g. Sustaining a strong, mutually supportive relationship with regular contact with the SLT Line Manager
 - h. To keep up to date a Department Handbook ensuring that all relevant staff have access to a copy
 - i. Any other duties that might reasonably be expected of a Head of Department as befits a significant position within the school staffing structure

3. Leading others in making an impact on the educational progress of pupils beyond those directly taught

- a. Ensuring that Schemes of Work are produced, monitored and reviewed in line with whole-school policies and principles
- b. Ensuring that appropriate attainment targets exist for all individual pupils taking the subject ; establishing appropriately high levels of expectation by setting out clear guidelines for establishing good standards of pupil achievement in both classwork and homework; ensuring that appropriate internal examinations are set and marked and that accurate predicted grades and examination entry information for external examinations is given to the Examinations Secretary
- c. Ensuring that pupils experience an educational programme that is personalised to their particular needs, identified through a robust assessment system
- d. Monitoring progress, ensuring students are appropriately engaged in self-evaluation and self-assessment, keeping Department records, and taking appropriate action
- e. Providing students with information to help them make option choices
- f. Liaising with in-school or external support agencies as appropriate
- g. Liaising with other subject or curriculum area leaders to develop cross-curricular activities and ensure curriculum continuity and progression as appropriate
- h. Monitoring, intervening where appropriate, and guiding students with learning or behavioural difficulties in the subject, in liaison with pastoral, Learning Support and other staff as appropriate

4. Leading, developing and enhancing the teaching practice of others; promoting and creating systems and structures to develop the department or curriculum area to the highest level

- a. To keep up to date with curriculum developments nationally and locally in the subject or curriculum area and ensure that colleagues within the Department are kept informed
- b. Monitoring the quality of teaching and learning including through direct observation and sharing judgements with teaching and support staff as appropriate; undertaking regular Department self-evaluation and review; intervening and developing and implementing support strategies where teaching is lacking or needs development
- c. Identifying key professional development needs
- d. Ensuring that these are addressed through the provision of high quality coaching and mentoring
- e. Developing the professional experience of members of the Department by reasonable delegation
- f. To be professionally accountable for the work of colleagues working in the subject or curriculum area, and acting as their Line Manager and Professional Development Reviewer.
- g. To be responsible for the induction of new staff and to ensure appropriate provision and oversight of the activities of parent helpers or others working in a temporary voluntary capacity

MAKING A CONTRIBUTION TO WHOLE SCHOOL PLANNING AND DEVELOPMENT

5. Delivering other School Development Plan responsibilities at strategic and operational level through contributions at HOD Meetings and whole staff Meetings as appropriate

- a. Contributing to whole school self-review
- b. To contribute to whole-school development planning through the Heads of Department meetings and Staff Development sessions

6. TO TAKE RESPONSIBILITY FOR PERSONAL PROFESSIONAL DEVELOPMENT

- a. To be responsible for undertaking personal development to enhance leadership and management skills and competencies, as agreed with the Head
- b. To identify other key areas for personal development in knowledge and skills which will enhance the development of the school's provision, in line with the School Development Plan

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____