

Head of Department Job Description

Job Purpose

The Head of Department has responsibility for leading their Department in the Senior School, in fostering a love of the subject at every level and promoting it within the School. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the curriculum. The Head of Department will be expected to uphold the Teachers' Standards for their department.

Accountable to: The Head via

The Senior Deputy Head for staff Induction, Appraisal, INSET and PRR, and on matters relating to staff and pupil wellbeing

The Deputy Head Academic on matters relating to Curriculum, Teaching and Learning

Responsible for: Members of the Department

Accountabilities (in addition to those required of a qualified teacher)

Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Head.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in department schemes of work and departmental plans.
- Take a role in testing and selection of candidates at 16+.

Leadership and management of others

- Lead the department, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Encourage members of the department to develop their leadership potential and to share and develop new ideas.
- Manage day to day requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.
- Regularly review departmental policy and practice to ensure that they are used effectively and consistently, as well as share and develop ideas, including keeping departmental handbooks updated on an annual basis.
- Chair weekly departmental meetings and ensure that they are used effectively to review performance and to share and develop ideas for effective teaching and learning, including the sharing of good practice. Meetings should regularly consider actions designed to meet the needs of girls with SEND, EAL or the More Able. Departmental meetings should be accurately recorded in minutes sent to the whole

department, and also to the Academic Administrator for school central records.

- Attend all Heads of Department meetings, Academic Development Committee meetings and INSET as relevant, as well as promote the subject within the school.
- Adhere to the GDST management policies and participate in arrangements, including those on new staff induction and probation, appraisal and PRR, to ensure effective performance review, support, training and development of colleagues within the department.

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work and the departmental handbook are used regularly, and reviewed and modified annually to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice of those in the department, including the marking of pupils' work to ensure that a consistently high standard is maintained and school objectives and policies are adhered to.
- Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the department.
- Ensure the department is effective in meeting the needs of all pupils, including those with SEND, EAL and the More Able and that practice within the department is consistent with school objectives.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.

Extra-curricular activities

- Actively promote enthusiasm for the subject outside the timetable, including lectures and clubs during the lunch hour and/or after school, and by leading and/or organising assemblies taken by subject secretaries.
- Ensure national and local events and competitions associated with the subject are celebrated and promoted.

Marketing and external links, including public occasions

- Actively promote the department within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community, including through the department pages on the portal and external website.
- Lead the department's contribution to marketing events and external links.

Management of resources

- Monitor and control the department's allocated budget in line with school policies.

- Identify future resourcing needs and aspirations for the department, keeping the SLT informed.
- Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines in NOG.

Monitoring, evaluation & assessment

- Ensure that within the department individual pupil progress is regularly assessed, centrally recorded both in the teacher mark book and centrally on the network for topic tests, and used to inform teaching.
- Use relevant performance and benchmarked data, and moderate regular year group topic and examination assessments, to ensure that high standards of learning are achieved and maintained.

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development.

General requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.
- To adhere to School Safeguarding and Child Protection Policies.

Review and Amendments

The job description should be seen as enabling rather than restrictive and will be subject to regular review.