

## HEAD of DEPARTMENT

The role of Head of Department is a significant role with the School. Primarily, the Head of Department is responsible for ensuring high quality teaching and learning within the relevant subject area(s) so that all pupils taught within the Department make good progress in line with their ability. In addition, the Head of Department is required to make a contribution towards the School's self-evaluation procedures and development planning.

### **Responsibilities**

1. To ensure that Schemes of Work are produced, reviewed and updated and that these define the following key aspects: knowledge to be acquired; skills, techniques, and concepts to be developed and taught; teaching and learning strategies; approaches to assessment and recording; and resources to be deployed.
2. To ensure that appropriate targets are set for all pupils taking the subject(s) taught within the Department; and to monitor and evaluate pupils' progress towards such targets; and to determine the nature of and ensure the delivery of suitable intervention strategies when pupils are not on track to realise the targets set.
3. To ensure that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are designated as having Special Educational Needs.
4. To establish with teachers in the Department clear guidelines which specify the standards and approaches required by pupils, in both classwork and homework, in order to achieve high standards.
5. To ensure that pupils are appropriately engaged in self-evaluation and self-assessment so as to generate genuinely formative experiences for pupils.
6. To ensure that appropriate internal examinations are set and marked and that accurate predicted grades and examination entry information for external examinations are supplied to the Examinations Officer.
7. To ensure that Departmental pupil data is entered into the school system in accordance with tracking and reporting schedules; and to monitor pupil data with a view to intervening and supporting pupils where required.
8. To offer support and guidance to teachers within the Department, and to intervene where appropriate, when dealing with behavioural difficulties in the classroom, ensuring that pastoral staff are informed of actions taken.
9. To deploy staff effectively within the Department, including support staff where relevant; and to assist the Headmaster with the appointment of staff as appropriate.
10. To monitor the quality of teaching and learning in the Department, including through direct observation; to make a judgement about teaching quality; and to provide feedback to teachers regarding the quality of teaching, developing and implementing support strategies where teaching is lacking or needs development.
11. To identify professional development needs within the Department and to ensure that these are addressed through the provision of high quality professional development opportunities, both external

and internal, including appropriate and reasonable delegation which develops the professional experience of members of the Department.

12. To be responsible for the induction of new staff in the Department and to ensure appropriate provision and oversight of the activities of any non-teacher working in a voluntary capacity (e.g. on a trip).
13. To undertake the role of PRSD reviewer for teachers within the Department, as assigned by the Headmaster, to fulfil all aspects of the PRSD procedure, including observations, and to provide written commentary to the Headmaster as set out in the PRSD policy.
14. To keep up to date with curriculum developments nationally and locally in the subject and ensure that colleagues within the Department are kept informed.
15. To ensure that Departmental meetings take place as per the school calendar, with clear agendas and minutes produced which are circulated to all relevant staff, including the Headmaster and Deputy Head.
16. To lead Departmental self-evaluation by: reviewing examination outcomes; constructing a Departmental Development Plan (DDP) for the academic year ahead; discussing progress towards the delivery of the DDP with colleagues during Departmental meetings; and providing evidence of progress to the Headmaster or Deputy Head as requested.
17. To contribute to whole-School development planning through the Heads of Department meetings and in Staff Development Day sessions and similar workshops or advisory groups.
18. To be responsible for managing all aspects of the learning environment within the Department, including rooms and resources, so as to create a safe and cared for environment and effective display which encourages pupils' interest in the subject(s) taught.
19. To promote the subject(s) taught within the Department (e.g. at Open Evening or in School publications) and to provide pupils with information to help them make option choices.
20. To be responsible for the purchase of resources for the Department so as to ensure that all pupils have appropriate materials and in line with best value principles.
21. To undertake any other duties that might reasonably be expected of a Head of Department, as directed by the Headmaster or Deputy Head.