

# Wellington School



## Job Description – Head of Department

### **Main Purpose**

Heads of Department will develop their Department according to the aims and ethos of the School.

They will have a major teaching commitment and will be asked to act as Form Tutors.

The School subscribes to the TDA Core and Post Threshold Professional Standards.

Heads of Department will have many responsibilities in common and a generic job description is given below. The list is prescriptive but not finite. Heads of Department are responsible to the Deputy Headteacher – Curriculum and Timetable.

### **Monitoring Quality of Teaching and Learning**

- Work with Department staff to develop a range of teaching styles / strategies appropriate for all types of learner.
- Responsibility for the organisation and delivery of the teaching within the Department.
- Responsibility for the development of appropriate syllabi, schemes of work and teaching materials including differentiated materials for differing levels of ability.
- Monitoring and evaluating standards of achievement within the Department.
- Advising the Deputy Headteacher - Curriculum and Assistant Headteacher - Assessment on the assessment and recording of pupils' progress in the Department.
- Responsibility for the work, welfare and professional development of teaching and support staff within the Department.
- Checking that work has been set for the classes of absent colleagues, and if not, setting it.
- Responsibility for ensuring the moderation of examination work.
- Responsibility for ensuring that homework is set regularly in accordance with the homework policy and timetable.
- Responsibility for ensuring that books and work are marked on a regular basis by Department staff.
- Liaising with Directors of Year to raise the academic attainment and progress of individual or groups of pupils.
- Assisting and supporting non-specialist teachers in the delivery of the subject.
- Keeping abreast of any local or National developments which affect the delivery of the subject and advising the Deputy Headteacher of any relevant implications for teaching, resourcing or training.

### **Leadership and Management**

- To motivate staff in the development of the subject curriculum.
- Providing Professional Leadership and Management for a subject to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- Ensuring that all School Policies are known and implemented by all staff working in that Department.
- Inducting new staff and NQT's into the requirements of teaching the subject.
- Ensuring that all subject staff are aware of their responsibilities with regards to the SEN Code of Practice.
- Responsibility for the conduct and behaviour of pupils within the Department and to support staff in matters of classroom discipline. To ensure that the School referral procedures are adhered to and ensure parental contact on discipline issues.
- If required, to carry out the role and responsibilities of Team Leader as described in the Performance Management Policy.

## Job Description – Head of Department

### Review and Development

- Identify key priorities for development.
- Compile strategic plans to ensure progress towards Department priorities.
- Identify strategies to improve standards of achievement.
- Encourage the development of extra curricular opportunities eg., speakers, visits, extra lessons.
- Conduct appropriate monitoring of pupils' work.
- Provide a professional lead to colleagues in relation to the TDA Professional Standards.

### Administration

- Ensure that appropriate communication is made to parents – praise, postcards, concern letters.
- Ensure necessary planning and administration for public and internal examinations.
- Producing the Department's Development Plan and the Department Handbook.
- Attending meetings with the Deputy Headteacher and organising agenda setting and minuting of regular meetings with all staff who teach the subject.
- Responsibility for the care of the Department's teaching bases and stock rooms, immediate environs, equipment and materials. Reporting any cleaning or caretaking issues to the Deputy Headteacher – Buildings.
- Knowledge of and responsibility for, the Health and Safety regulations pertinent to the subject, Department's teaching bases and immediate environs.
- Informing the Deputy Headteacher of any repairs required and any Health and Safety issues.
- Monitoring and controlling the storage and use of teaching materials, books and equipment related to the Department.
- Accounting for the spending of monies allocated to the Department and production of bids for funds where appropriate.
- Assist in the allocation of pupils to academic groupings.
- Liaising with Directors of Year where there is a pastoral problem or concern with individual pupils.
- Representing the Department at appropriate internal meetings and representing the School and subject at appropriate external meetings.