

## **Job Description for a Head of Department**

The Head of Department has overall responsibility for the management of the curriculum, resources and staff within their department. They are responsible for maintaining high standards of teaching and learning within their department and for advising about current trends and future developments in their subject. They will be expected to communicate a vision for their department and have a high level of organisational skills.

### **Person specification**

- Committed to raising standards of student attainment and achievement within the whole curriculum and to monitor and support student progress
- To be accountable for student progress and development within their subject area
- To develop and enhance the teaching practice of others
- To ensure the provision of a balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims and policies of the College
- To be accountable for leading, managing and developing the subject/curriculum area
- To manage and deploy other colleagues, finances and physical resources within the department effectively to support the department development plan and ultimately the whole-College development plan.

A member of the Senior Leadership Team is responsible for supporting and liaising with each Head of Department. This includes communicating information, supporting the Head of Department's own development and monitoring the development of the department.

In addition to the job description and teaching commitment of a teacher, a Head of Department has specific responsibilities which include:

### **College**

- Assisting the Principal in the selection and appointment of teaching and support staff within the department
- Consulting annually with the Director of Studies on the deployment of each teacher in the department and allocating rooms when requested

- Organising INSET sessions in College which may include meetings with other schools, tutors visiting from the U.K., etc. to assist in meeting the aims of the College and to support colleagues as part of their continuing professional development
- Liaising with other departments within the college on cross-curricular work
- Researching and writing reports as requested by the Principal
- Liaising with their Senior Leadership Team line manager as required and attending a half-termly line management meeting
- Contributing departmentally to leading/organising assemblies (usually one per year) and other College events as required e.g. Curriculum Evening
- Preparing appropriate displays, activities and resources for Open Day and Options/Choices evenings
- Contributing information towards Speech Day as requested
- Supporting transition into the Senior School as required through liaison with the Remove Year Coordinator e.g. updating the Remove booklet and ensuring a departmental representative is present at the Remove social evening
- Liaising with Melrose as appropriate.

## **Departmental**

### **a) Colleagues**

- Ensuring the staff are fully aware of the specific requirements of the College and the department; facilitating the development and training of the staff through appraisal and in other ways e.g. induction of new members of the department; supervising Newly Qualified Teachers and student teachers; checking peripatetic staff are aware of and follow appropriate policies e.g. fire evacuation procedure
- Meeting weekly with colleagues
- Line managing support staff such as laboratory technicians, language assistants and peripatetic music teachers as well as some or all of the staff within their department and should delegate appropriate responsibilities to ensure the efficient running of the department and aid in the professional development of colleagues
- Ensuring a safe working environment by implementing and monitoring the responsibilities described in the Ladies' College Health and Safety Policy. Specific departments may be required to develop, implement and monitor specific Health and Safety Policy as identified within this

- Monitoring and supporting the work of colleagues e.g. through classroom observation, work scrutiny and comparing assessment data with expected progress
- Ensuring that staff are fully aware of students on the Learning Support and Highly Able registers and that appropriate teaching techniques, approaches and resources are used to meet their needs
- Representing the department in all matters within the school related to the curriculum within Head of Department and full Staff Meetings and attend or designate a representative to attend other meetings as required. Sharing relevant points back to members of the department.

## **b) Administration**

- Writing the development plan for the department, setting appropriate targets and reviewing as required by the specified dates in conjunction with the College Development Plan where relevant
- Writing the annual review of results at the start of each academic year in accordance with the guidance issued and meeting with Senior Leadership Team to review
- Supervising the development and delivery of courses of study, teaching materials and assessment including internal examinations and preparing, monitoring and reviewing schemes of work in conjunction with other members of the department. Resources to be held and made available centrally
- Maintaining an up-to-date departmental handbook describing the department and explaining the monitoring and implementation of the policies within the department
- Holding regular departmental meetings and keeping/disseminating minutes of these meetings
- Checking and providing information to ensure the department has an accurate profile on the Ladies' College website, promoting the activities of the department through the website/social media and providing information for the Ilex magazine
- Supervising the departmental budget and resources including: ordering equipment and text books, requesting library books and stationary, ensuring a record of stock and equipment is updated annually
- Supervising the rooms specifically allocated to their department and liaising with the Bursar about repairs and maintenance of these rooms.
- Implementing the Display Policy including ownership of any display boards and encouraging staff to create a stimulating environment in their teaching rooms which will promote learning.

### **c) Cover**

- Keeping a supply of emergency work to cover for staff who are unavailable for teaching at short notice. Staff within the department and/or the line manager should be aware of the location of such work
- Keeping a supply of emergency work available in the event of full or partial school closure. Staff within the department and/or the line manager should be aware of the location of such work. This work should be accessible in an electronic format e.g. on SharePoint
- Overseeing cover work for medium/long term absence.

### **d) Examinations**

- Inputting and checking internal exam scores for use as part of the whole-College tracking and monitoring system
- Communicating departmental information and requirements for internal and external examinations at the start of each academic year by completing the appropriate proformas
- Checking external examination entries with the Examinations Officer and supervising the moderation of internally assessed coursework for external examinations. Checking the expected materials are present when asked (note that checking the content of the paper is not allowed under JCQ regulations as the paper will only be opened at the start of the examinations. JCQ regulations also stipulate that teachers/HoDs should not be *"an invigilator during the timetabled written examination or on-screen test"* for their subject.
- Keeping abreast of developments within their subject including reviewing changes in specification and the impact of subject specific research/pedagogy with other colleagues within the department and/or Elizabeth College for A-level.

### **e) Student Learning**

- Making decisions about topics, schemes of work and public examination courses
- Tracking the progress of students, including those students identified under the SEND policy and through the use of baseline data. Taking appropriate action to reward and support their future progress, including setting targets as appropriate
- Ensuring standards of marking and feedback are high and in line with College expectations e.g. through monitoring/work scrutiny
- Liaising with parents and ensuring the pastoral team (Tutors/Year Co-ordinators) are aware as required

- Ensuring that suitable electronic resources are available to support student learning e.g. on the departmental SharePoint site
- Interviewing and/or setting and marking papers for prospective new students
- Writing references for students if requested, including contributing to/writing UCAS references and agreeing/checking predicted grades in consultation with colleagues and Elizabeth College for shared groups
- Helping to prepare students for university entrance examinations and interviews e.g. Oxbridge, Medicine, etc.

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***The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.***

***Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.***