

JOB DESCRIPTION HEAD OF DEPARTMENT

The main duty of the post-holder is to provide professional leadership for the subject: to secure high quality teaching; effective use of resources; liaison and communication between the senior leadership and the department; and to ensure continuously improving standards of achievement for all students. As a middle leader, it is expected that the standards of personal and professional conduct, and the fulfilment of the wider professional responsibilities, are of the highest calibre, above that stated in the DfE Teachers' Standards.



STRATEGIC DIRECTION AND DEVELOPMENT OF THE SUBJECT

- To develop a strategic view, within the context of the School's aims and policies, which guides subject policies, plans, targets and practices and which reflects the School's commitment to high achievement and effective teaching and learning.
- To be aware of the Aims and Objectives of the School as defined in the Staff Handbook and the School Development Plan.
- To define, in consultation with departmental colleagues and the Headmistress, aspirational but attainable departmental aims and objectives for students of all ages and abilities within the School.
- To maintain a Departmental Development Plan and Handbook in which the department's aims and objectives and current schemes of work are set out; and that the Headmistress and members of the department have access to this up-to-date documentation.
- To contribute to the overall marketing of the School through specific departmental activities, as well as understand the importance of marketing internally and externally for the success of the school, through the website, HeadLines weekly bulletin and outreach activities.

TEACHING AND LEARNING

- To be accountable for effective teaching within the department, standards of students' achievement and targets for improvement.
- To design, in consultation with colleagues, programmes of study/schemes of work and teaching approaches which will enable departmental aims and objectives to be achieved and external examination requirements to be satisfied.
- To monitor the general progress of all teaching groups and, in particular, to advise on support to be given to individual students.
- To define, in consultation with colleagues, departmental procedures, including the setting of internal School examination papers for assessing students' progress.
- To maintain appropriate records to enable setting, reports, etc to be completed.
- To evaluate the quality of teaching in the department by contributing to School evaluation by regularly:
 - observing the teaching of colleagues, providing appropriate feedback and support
 - reviewing staff records and students' exercise books.
- To be aware of and fulfil the requirements of relevant external examination specifications including the procedures required for internally assessed components of external examinations and to ensure that these procedures are carried out.
- To complete the annual analysis of examination performance, reporting back to the Headmistress.
- To set targets and strategies for continuous improvement in performance linked to Department and School Development Plans.

- To ensure that required elements are included in the teaching of the department: including literacy, numeracy, FBV, Eco, SMSC, RECALL time, etc., and Careers opportunities linked to the subject area/skill development.
- To assist in the provision of a framework of behaviour management, supporting departmental colleagues in dealing with students whose work or behaviour is unsatisfactory, and liaising with Assistant Headteachers to ensure that high standards are maintained (homework, behaviour etc).
- To promote and oversee the organisation, implementation and evaluation of the department's extra-curricular programme, including super-curriculum elements such as competitions, field visits etc.

LEADING AND MANAGING STAFF

- To ensure that all those with involvement in the teaching or support of the subject receive the leadership, praise, support, challenge, information and development necessary to sustain staff motivation and secure continuous improvement in teaching.
- To participate in the procedures for appointing staff to the department.
- To participate in the self-review and development interviews, ensuring that staff receive the necessary support to teach specifications or methodologies with which they are unfamiliar.
- To define clearly, in consultation with the Headmistress and colleagues, responsibilities within the department and to advise, supervise and support departmental staff, as well as having an awareness of staff well-being.
- To ensure all staff are aware of relevant policies and procedures: such as Safeguarding, the Staff code of Conduct, First Aid policy, Learning outside the Classroom policy and procedures, SEN policy, Fire procedures.
- To organise and attend regular departmental meetings, drawing up appropriate agendas and providing members of the department and Headmistress with minutes.
- To promote by guidance, example and the encouragement of in-service training, the development of departmental staff. To discuss INSET needs with individual members of the department linking training to Department and School Improvement Plans.
- To contribute to the development of students on Initial Teacher Training courses, liaising with the Student Mentor and other colleagues as appropriate.
- To attend and represent the department at Heads of Department meetings, and feedback relevant information to colleagues in a timely manner.
- To co-ordinate the work of the department with other departments, including KS2 staff at MTPS and subject staff at MTBS, where this is possible and desirable.
- To represent the views and ideas of the department to the Headmistress, keeping her fully informed of developments and current educational thinking in the relevant subject area including diary dates and specification changes in examinations.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- To create an annual budget requisition in a timely manner, and adhere to School policies relating to budget and procurement.
- To identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.
- To allocate teaching groups in such a way as to promote effective learning by students and to give teaching staff satisfaction in their work allowing for progression and experience as needed.

- To supervise and develop the resources of the department, allocate departmental expenditure and maintain up to date records of materials available.
- To be aware of health and safety issues and good practice relevant to the subject area(s) and in activities such as Learning outside the Classroom
- To ensure rooms and designated corridor areas used by the department provide a safe and educationally stimulating environment and that colleagues are made aware immediately of any potentially hazardous situation.
- To ensure ICT/AV is adequate for the T&L of the department.
- To use the ICT facilities in the School effectively and for the benefit of the department and pupils, including the Management Information System (3Sys) and e-learning platforms (Firefly, GCSEpod).
- To ensure that all departmental colleagues contribute to and participate in the extra-curricular and super-curriculum programme.

It is important to note that this job description is a guide to the work required to perform. You may also be required to undertake such other comparable duties as the Head or Governors require from time to time.

Merchant Taylors' Girls' School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

May 2016