



# Merchant Taylors' School

Ambition | Character | Excellence

## Job Description

**Job Title:** Head of Department

### Job Purpose

To provide leadership of an academic department through high-quality teaching, effective use of resources and deployment of staff to ensure high standards of achievement in line with the School's aims and policies.

**Reporting to:** Assistant Head [Academic], and ultimately Head

**Line Management:** all Departmental staff, both teaching and non-teaching [where relevant]

### Key Responsibilities & Duties

#### Subject Leadership & Development

1. Maintaining an expert knowledge and oversight within the Department of national and international curriculum developments.
2. Delegating responsibility for particular areas of the curricula, where appropriate.
3. Arranging training as offered by the examination bodies and ensuring that this information is disseminated to the Department and that all schemes of work are up to date.
4. Establishing a vision for their subject in the academic life of the School.
5. Formulating a departmental development plan.
6. Ensuring that teaching and learning are excellent, specifically through lesson observation, performance review, continuing professional development, and departmental audit.
7. Fostering a delight in the subject, an excellent work ethic and a culture of high expectations, achievement, and success amongst staff and pupils, and setting the highest academic standards.

8. Encouraging independent learning specifically through the use of formative assessment and thorough, imaginative schemes of work.
9. Developing the appropriate use of ICT as a tool for teaching and learning.
10. Representing the department within the School and promoting the subject in the wider academic community including feeder schools.

### **Administration of Teaching and Learning**

1. Monitoring and recording the learning of pupils in the department and overseeing the support of those with additional needs within the subject area.
2. Writing and updating schemes of work and programmes of study.
3. Monitoring and supporting the progress of both new and established staff.
4. Organising lectures and talks by outside speakers.
5. Providing curriculum information as required.
6. Dealing with syllabus enquiries, updating, investigating alternatives, and changing syllabuses as necessary.
7. Establishing and overseeing subject enrichment within the co-curricular programme.
8. Researching, updating, and ordering resources.
9. Arranging departmental displays.
10. Managing and organising trips, where appropriate.
11. Monitoring the setting of homework and the use of the homework database.
12. Providing information for year 9 pupils making GCSE choices and year 11 pupils making A level choices.
13. Meeting and communicating with parents when required.
14. Preparing and presenting the annual Departmental Review and supplementary documentation.
15. Keeping up-to-date with subject developments.
16. Producing and updating a departmental handbook.

### **Universities**

1. Assisting with university applications, including organising and conducting mock interviews in accordance with the arrangements made by the Assistant Head [Sixth Form] and Head of Higher Education & Careers.
2. Collating and disseminating up-to-date University and UCAS information in relation to the subject.
3. Providing comments for UCAS references as well as other relevant details as required.
4. Providing assistance, extra tuition and general guidance for Oxbridge applicants and others to élite universities.

### **Examinations**

1. Overseeing the setting and marking of scholarship/admissions examinations.

2. Organising internal examinations, including setting, marking and moderating papers, recording and analysing attainment data, and publishing results.
3. Organising entries for public examinations.
4. Providing details of estimated public examination entries and candidates for re-sits and supplying predicted grades.
5. Dealing with examination boards, including complaints, re-marks and appeals.
6. Handling public examination results, including answering parental enquiries, and providing comments, data, and statistics as required.

### **Team and Budget Management**

1. Managing the departmental budget.
2. Writing or providing information for references when required.
3. Reviewing and updating the departmental handbook.
4. Providing occasional reports for School publications on departmental developments.
5. Maintaining excellent communications with the department about departmental and School matters, and relaying School policy to the department.
6. Determining staffing requirements, assisting in appointing new staff, and providing opportunities for responsibility to be assumed by members of the department.
7. Using effective forward planning and delegation to ensure that the work of the department is delivered to time and quality.
8. Providing management direction for the teachers in the Department including providing feedback on performance, facilitating continuous improvement and personal development, supporting career advancement and managing and resolving human resources issues in line with School Policies and with the support of the HR Team;
9. Coordinating the annual performance review process within the department;
10. Organising and chairing weekly departmental meetings.
11. Attending HoDs' and other meetings as required.
12. Making arrangements for cover of absent members of the department.
13. Taking responsibility for the Health & Safety of the department.

### **Teaching**

1. Teach a timetable of the subject(s) across the ability and age range in line with School allocations and remissions.
2. Set and mark work and provide regular written and verbal feedback to pupils in line with the School and Departmental policies.
3. Deliver guidance to A-level candidates on the completion of practical work where necessary for the subject.
4. Communicate with parents over pupil progress both at parents' meetings and via email or telephone when appropriate.

### **Professional Development**

- Maintain and update own knowledge and skills in line with legislation and the needs of the role and the independent schools' sector.

### **Equal Opportunities**

- Maintain an up-to-date knowledge of Equality and Diversity legislation and the School's Equality and Diversity policies and procedures, in particular regarding the recruitment and retention of staff.

### **Safeguarding**

- Maintain an up-to-date knowledge of Safeguarding legislation, and the Schools' safeguarding policies and procedures.

### **Health and Safety**

- Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the School's Health and Safety policies and procedures are fully implemented and adhered to.
- Keep up-to-date with legislation, guidance, rule changes and leading-edge practices and, in conjunction with the Health and Safety Officer, annually review policies and risk assessments.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

### **Other Duties**

- Promote the welfare and progress of all pupils in the school, particularly those who are struggling to fulfil their potential.
- Contribute to the overall marketing of the School through specific departmental activities.
- Participate in such extra-curricular activities, including sport, and accompanying pupils on trips as the Head shall reasonably direct.
- Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.
- Any other reasonable duties as directed by the Head.

## **Person Specification**

### **Skills & Knowledge:**

- Educated to Degree level
- PGCE or appropriate teaching qualification or working towards it.
- Skilled in motivating and continuous development of pupils
- Knowledge across the curriculum to A level

### **Personal Attributes:**

- Vision and strategic leadership
- Mentoring skills and the ability to bring the best out of others
- Exemplary subject knowledge
- Outstanding teaching and communication skills
- Excellent administrative and organisational abilities.
- Building Strategic Working relationships