



# WILLIAM FARR

C of E Comprehensive School

## Head of Department: Job Description

**RESPONSIBLE TO: DEPUTY HEADTEACHER (TEACHING AND LEARNING)**

**RESPONSIBLE FOR: ALL DEPARTMENTAL STAFF**

The Head of Department should ensure that school policies are applied and developed within their departments.

### **PRINCIPAL FUNCTION**

The Head of Department's principal responsibility is to lead and manage a team of colleagues (both teaching and non-teaching where appropriate) in the effective delivery of the curriculum across the age and ability range of the school. S/He will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all pupils.

### **KEY RESPONSIBILITIES**

#### **Organisation of Teaching and Learning**

- To ensure that the school aims and objectives are met and the school ethos is maintained and enhanced.
- To take a strategic role to ensure that the needs of the students are met.
- To ensure that detailed schemes of work are prepared in line with departmental, school and National Curriculum/Exam Board policies and that these are evaluated and updated regularly.
- To ensure that challenging yet realistic targets are set for all pupils.
- To ensure that pupils' work is regularly assessed and monitored in accordance with departmental policy. This will involve ensuring that assessment materials are regularly evaluated and revised and that materials needed for assessments will be available at the appropriate time. In cases of project work samples should be retained for quality assurance purposes.
- To ensure that assessment data is available for input into the school's management information system at the appropriate times.
- To ensure the early identification of pupils who are under-performing or show exceptional talent and provided suitable support liaising with the Learning Support Department and Gifted and Talented Co-ordinator as appropriate.
- To ensure that there is liaison with the School Examination Co-ordinator concerning public exams.
- To ensure that homework is set regularly and marked in accordance with the school homework policy.
- To encourage all pupils to meet deadlines.
- To develop and monitor an effective rewards system.
- To organise appropriate work for supply and cover staff in the case of staff absence (in

conjunction with appropriate senior staff).

- To ensure that there is departmental liaison with the appropriate Deputy Headteacher (Teaching and Learning) on all matters associated with the construction and organisation of the timetable.

### **Support of Staff**

*The Head of Department is expected:*

- To give advice to colleagues within the department and support them on behaviour management and organisational problems.
- To take responsibility for any academic and behavioural problems which occur within the department and liaise with other staff, eg, Head of Year, Deputy Headteacher (Care and Guidance).
- To give support to newly qualified teachers, new teachers and student teachers.
- To ensure that all members of the department are made aware of curriculum developments in their subjects and given advice on their implementation.
- To implement the school's Performance Management policy.
- To ensure that the department has an effective system for identifying Inset needs within the overall school Inset policy and whole school Staff Development plan and take positive steps to meet those needs.
- To participate in appropriate appointment procedures.
- To respond positively to individual professional needs within the department by providing opportunities for staff/career development.
- To manage support staff.

### **Communication**

- To participate in relevant meetings necessary for discussion of matters concerning the school as a whole.
- To liaise with any other colleagues to support the school in cross-curricular and other initiatives.
- To liaise with Heads of Year and other staff over the particular needs and problems of individual pupils.
- To attend Teaching and Learning team meetings and other curricular committee meetings to ensure the views of the department and needs of the subject are represented and the place of the subject within the curriculum is fully expressed and understood.
- To discuss with departmental colleagues items to be discussed at Teaching and Learning team meetings.
- To organise departmental meetings to follow Heads of Department meetings and at other times as necessary or appropriate to discuss other items of specific interest to the department.
- To provide minutes of departmental meetings and to ensure that they are saved in the minutes folder in the General Area of the school network.
- To support the primary liaison teacher in developing curricular continuity from Key Stage 2 to Key Stage 3.
- To be aware of needs of students post 18 and transferring to other post 16 establishments in order to provide appropriate support.

### **Organisation of Resources**

- To advise the Deputy Headteacher (Teaching and Learning ) on departmental needs for teaching materials and other resources, both when the annual budget is being prepared and to

support initiatives and needs generated during the year.

- To manage the departmental budget.
- To be responsible for the organisation of ordering, checking and maintaining resources.
- To liaise with the Resources Area Manager to ensure that departmental requirements are catered for and kept up to date.
- To provide information for the School Website and Virtual Learning Environment as appropriate.
- To be responsible for the implementation of all school safety policies as relevant to the department.
- To aim to provide a stimulating working environment for pupils.