



## QUEENS' SCHOOL

*Dare to be Great*

### Head of Department

#### Job Description

|                               |   |
|-------------------------------|---|
| <b>Post title:</b>            | Head of Department  |
| <b>Reporting to:</b>          | Head of Faculty   |
| <b>Purpose:</b>               | Ensuring academic success, maximising outcomes for all students in the department.  |
| <b>Main Responsibilities:</b> | Overall responsibility for the professional leadership and management of the department; high standards of teaching and learning; resources are used efficiently and effectively, and the curriculum is managed and developed in accordance with school policy. |
| <b>Grade:</b>                 | MPS/UPS + TLR 2b  |

#### Leadership and management

- Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles and that high performance standards are achieved and maintained.
- Prepare, monitor and update annual department plans in consultation with colleagues.
- Ensure that the school policies and strategies are embedded in the departmental schemes of work and operational plans.
- To ensure Risk Assessments and Health and Safety practices comply with national requirements
- Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- Chair department meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- Promote team work and to motivate staff to ensure effective working relationships
- Monitor staff attendance and punctuality within the department and take appropriate action
- Make appropriate arrangements for classes when teaching staff are absent

#### Teaching and learning

- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.
- To ensure that teaching to be consistently good or outstanding

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.
- Monitor and evaluate the quality of teaching and learning, identifying and sharing good practice and taking action to improve teaching and learning.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Keep up to date with developments in the subject and education in general to ensure that best practice is adopted within the department.
- Ensure that the delivery and development of the curriculum is effective in meeting the needs of all students.

#### **Extra-curricular activities**

- Seek opportunities for the provision of extra-curricular activities in the department
- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.
- Ensure that cross-curricular themes and skills are included in schemes of work

#### **Management of resources**

- Manage the available resources efficiently and effectively
- Monitor the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify and collate the future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- Ensure that all resources are of benefit to teaching and learning and maintaining high standards in the department.

#### **Quality assurance**

- Ensure that within the department individual student progress is regularly assessed, recorded and reported and used to inform future teaching.
- Monitor the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- To implement policies and practices for assessing, recording and reporting.
- Liaise with the Examination Officer to maintain accreditation with relevant examination bodies

#### **Training & development of self and others**

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Ensure that training needs within the department are identified, appropriately met, and that all members of the department are active in their own personal and continuous professional development.
- Undertake performance reviews as required by school policy to develop the personal and professional effectiveness of the teacher.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

**OTHER SPECIFIC DUTIES**

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens’ School’s values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

*In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.*

**Please Note that:**

**All teacher must carry out the duties of a schoolteacher as set out in the Schoolteacher’s Pay and Conditions Document**

| Signature | Date |
|-----------|------|
|           |      |