



# King Edward VI Grammar School

*Encouraging Excellence, Nurturing Talent*

## Head of Department

### Job Description

#### Prime Objective

The prime purpose of the Head of Department at King Edward's is to raise the achievement and progress of the pupils in his/her department by implementing the School's Teaching Learning and Assessment policy [see attached] to ensure that:

1. the quality of teaching and learning is closely monitored, and of the highest possible standard
2. best practice arising from this is spread amongst the department
3. departmental, and individual training needs identified from the above are met
4. homework and assessment challenges pupils and raises their expectations.
5. all of the above are closely monitored via:
  - a) regular work scrutinies
  - b) shared lesson observations
  - c) learning walks
  - d) assessment databases
6. planned student intervention occurs both inside, and outside of the classroom to:
  - a) support the weakest
  - b) encourage the middle
  - c) stretch the brightest
7. team working and structured delegation occur within the department in order to help develop younger members of staff, as well as tapping into the skills and expertise of the senior teachers in the department.

#### Responsibilities

As a middle manager and leader in the School, a Head of Department has the following responsibilities incumbent upon them as senior teacher on the School staff:

- to be the lead teaching practitioner within the department
- to take responsibility for the quality of work from the whole department
- to lead the department forward (in objectives 1 to 7) by planning productive use of departmental Twilight time
- to act in accordance with the professional code of conduct laid out by the GTC
- to monitor the quality, consistency and organisation of all aspects of target setting, full and interim reports, data collection, examination entry and UCAS references
- to be responsible for reviewing the materials, equipment, physical resources and fabric of the department to identify and report any Health and Safety concerns: including the completion of any necessary risk assessments and hazard surveys
- to be responsible for the performance management of the teachers within their department

- to support the Headmaster and Senior Leadership Team in the smooth operation of the day to day life of the School and implementation of School Policies
- to effectively manage the departments financial, human, and physical resources
- to effectively represent the department and the school in external relationships with other individuals and organisations

### **Departmental Duties**

In addition to the above the Head of Department inevitably has a range of administrative duties that will be familiar to any teacher who has worked within a department. It is not the purpose of the Job description to make an exhaustive list of these as they will vary from department to department however they include the following:

- Maintenance of accurate records on pupils (e.g. -to track progress), departmental meetings and contact with parents
- Management of resources
- Preparing and updating schemes of work as laid out in the Teaching, Learning and assessment Policy
- Updating and management of departmental handbook and related policies
- Organisation of the timetable and rooming requirements for the department (in liaison with the Deputy Head Academic)
- Ensure the department contributes to any relevant whole school curriculum matters e.g. PSHE, ICT, and Citizenship.
- Displays and organisation of classrooms are maintained at a high standard
- Offering advice, guidance and support on options for pupils further study at GCSE, A Level and University.
- Forging links with external organisations to support the above.
- Ensuring that arrangements are put in place to cover classes due to absenteeism by ensuring work of an appropriate quality is left with the Exams office.

*Any other reasonable, and relevant administrative or, departmental/school duties as required by the Headmaster, or his Deputies.*