



GORDONSTOUN

Broader experiences, broader minds

Head of Department

Job Description

Purpose

To lead and inspire the Department team to ensure that all students are encouraged to meet their potential in their subject area

To act as a role model for their team by promoting and leading high expectations of teaching and learning and professional conduct

To maintain a strategic vision for their Department by leading development and improvement through planning, and continual monitoring and evaluation

To be responsible for leading and managing their department and be directly accountable to the Deputy Head Curriculum (DHC)

To promote a culture of reflection and professional practice by leading their team to engage in personal CPD, the GTCS and school PRD systems

To represent the views and interests of their Department team and communicate these to the School by engaging in policy development

To communicate enthusiasm and interest in their subject area and engender this in both their Department team and students

To uphold and promote Hahnian values within their Department and embed the School ethos, making links across the curriculum

Leading and Managing

Planning

- To develop and review an annual Departmental Development Plan which takes into account the whole School Development Plan in consultation with staff and the Deputy Head (Curriculum);
- To develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the Department, taking account of best practice and national/international guidelines.

- To maintain a focus on continuous Department improvement by setting up tracking and monitoring systems.

Staff

- To complete appropriate annual reviews within school guidelines with all teaching members of the Department.
- To monitor CPD allocation within the Department.
- To monitor absence and provide cover work if necessary.
- To allocate an appropriate, balanced and fair timetable to members of the Department.
- To manage support staff where appropriate.
- To promote teamwork and delegate responsibilities where appropriate.

Pedagogy/ Continuing Professional Development

- To ensure Department standards of practice
- To engage in and maintain a critical interest in educational developments and develop a learning culture amongst practitioners which promotes ongoing discussion and reflection on best practice.
- To lead Departmental INSET as necessary and encourage others to take a lead in sharing good practice
- To conduct lesson observations as required by School policy and feedback to staff and Deputy Head Curriculum

Communication

- To feedback information from ACA and cluster meetings to the Department
- To represent the Department and communicate staffing matters to senior management as appropriate.
- To schedule weekly Departmental meetings and record minutes.
- To record and manage complaints in accordance with School policy

Resources

- To submit, monitor and use the Departmental budget effectively.
- To monitor the fabric of the Departmental buildings and consult with Maintenance Department as appropriate.
- To monitor effective use and deployment of Departmental stock.
- To timetable the appropriate use of rooms available.
- To monitor IT provision and consult with the IT Services as appropriate.
- To be aware of and implement the appropriate School Health and Safety Policies for staff and students.

Students

- To be aware of and implement the School's Child Protection Policy.
- To implement behaviour management strategies and School discipline policies within the Department.
- To set high expectations of all students.
- To monitor attendance of students and address specific issues.
- To develop strategies for tackling underachievement and provision for extension

- To coordinate out of lesson support sessions when appropriate, such as clinics, trips and workshops.

Inclusion/accessibility

- To liaise with Pastoral Staff, Learning Support and EAL to promote the interests of all students.
- To provide appropriate support and challenge for all, including G&T.
- To be aware of the language learning needs of all learners, and support the language needs of EAL students.
- To ensure all Department members have consulted iSAMS Learner Profiles to understand the additional needs of students of LS students in their classes.

Assessment

- To monitor the quality of marking and use of feedback in the department.
- To produce information on and analysis of internal and external exam results.
- To select and monitor courses and exams that will allow the students to meet their potential.
- To set appropriate internal exams which provide useful tracking information.

Liaison

- To liaise with the following School Departments as appropriate: Marketing, ICT, Library, Higher Education, Security, Maintenance, Finance, Admissions and Transport.
- To liaise with other teaching Departments, the Junior School and other feeder Schools as appropriate.
- To maintain links to relevant exams boards, professional bodies and universities.
- To maintain links with other schools where appropriate.
- To communicate using the appropriate School systems.

Teaching

- To model high quality teaching by preparing and delivering varied, well-resourced and effective lessons.
- To assess and mark the prep and classwork of students regularly using a range of approaches and adhere to the exam board mark schemes when required.
- To gather and use feedback and learners' progress data to evaluate and plan future learning.
- To compose clear and informed reports for parents in line with School policy.
- To attend Parent consultation meetings and communicate with the appropriate house staff and parents to support the learning and wellbeing of students.
- To promote and support the wellbeing of all students in their care and continue to develop knowledge of the national guidance.
- To give support to the Department and School in invigilating exams and offering appropriate support for students out with timetabled lessons.