

## **Senior School PoR: Head of Department (level 4)**

At the Senior School the academic line is organized in Faculties consisting of one or more (subject oriented) Departments. The Head of Department is responsible for managing/leading the Department and for ensuring the quality of teaching and learning within the Department. The Head of Department is responsible to the Head of Faculty.

Departments are differentiated between these two levels (level 3 and level 4) on the basis of the number of academic programs they run, the complexity of those programs and the wider footprint on the timetable for both staff and students.

The purpose of this role is to work towards achievement of the purpose and aims of the school through the delivery of effective teaching by the Department leading to high quality learning for students. Line management of the Department and directing the processes of the Department.

The core purpose of this role is to provide academic leadership and support of the subject area within the school. The Head of Department is a champion for the subject and for high quality delivery of teaching and exemplary learning by their team leading to full accountability for learning outcomes.

Key elements are:

- Hold a whole school remit
- Innovate and lead change
- Set direction and plan
- Motivate and influence others
- Communicate effectively
- Make good use of professional expertise and knowledge and be committed to professional development
- Value inclusion and differentiation
- Foster teams and teamwork
- Quality assurance and quality improvement
- Take a strategic view of the subject area and teaching within the whole school

### **Main tasks / responsibilities:**

- Line management of the Department.
- Liaise with Head of Faculty on matters concerning the content and delivery of the curriculum to ensure that they meet the standards required by the School Development Plan, national curriculum, faculty schemes of work and exam board specifications.
- Maintain contact with Head of Faculty regularly.
- Ensure that the curriculum and all additional activities are set up in line with school policy.
- Provide and maintain information for staff on assessment policies and procedures.
- Arrange and lead field trips/curriculum enrichment opportunities.
- Provide advice to Head of Faculty on staff development requirements and take responsibility for the professional development of departmental staff.
- Manage the allocation of resources and the budget within the Department including the deployment of staff and timetables.
- Oversee teaching within the Department, carry out reviews, lesson observations and monitoring to assure quality of learning.
- Ensure that effective communication takes place between the Department/Faculty and parents on issues of academic progress and curriculum delivery.
- Represent the Faculty in for example options evenings and transition evenings.

- Ensure teaching staff and technical support staff operate safely within the workplace and maintain a high standard of housekeeping.