

The English School

Role Definition

Position :	HEAD OF DEPARTMENT
Line Manager:	Head Teacher and the Deputy Head Teacher
Line Management Responsibilities:	All the staff in the department over administrative arrangements and curriculum
Brief Description:	<p>To provide leadership and management for a subject to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.</p> <p>The central duty of the Head of Department is to lead and manage the teachers in his/her department, and to ensure the development of the subject and the department. S/he is responsible for the constructive and professional atmosphere of the department, providing care and support to its members. As part of the subject development responsibility s/he should also ensure the good working of pupils in the subject as well as provide innovative ideas.</p> <p>Heads of Department are accountable as the key professionals in their subject for maintaining high standards and management of staff in the department.</p>
Main responsibilities and tasks :	<ol style="list-style-type: none"> 1. To take responsibility for every aspect of the day-to-day running of the department: - <ul style="list-style-type: none"> • ensuring that all members of the department are familiar with, and work towards achieving the departmental schemes and syllabus • for the functioning of the department in general and for the standards achieved 2. To hold regular departmental meetings, with agenda and minutes; both to discuss departmental matters and to act as a channel of communication between department members and the Senior Management Team; copies of agendas and minutes to be submitted to the Deputy Head 3. The principle of collegiality within the department should be maintained; consensus should be established where possible but the Head of Department is responsible for the work of the department and must take decisions according to his/her best judgement of the needs of the pupils and the professional development of members of the department 4. To deploy members of the department to teach classes in consultation with the Deputy Head, taking account of the needs of the pupils and the professional development of members of the department 5. To establish and regularly update a Departmental Handbook containing all departmental Schemes of Work, Syllabuses, Policies and Procedures; this should include Marking and Assessment Policy and Differentiation Policy 6. Responsible for ensuring that all members of the department set and assess written work regularly in accordance with the department's policies, including monitoring of marking, cross-marking and moderation where appropriate 7. Responsible for ensuring that the requirements of Examination Boards are known and observed by all members of the department, and for

- Ensuring that all candidates are entered for the appropriate papers,
- Delivering predicted grades for candidates to the Examinations Officer in good time,
- Ensuring, where appropriate, that coursework is designed, set, assessed and moderated in accordance with the regulations of the relevant examination board,
- Analysing and delivering an annual report upon the public examination results achieved by candidates.

8. Responsible for ensuring that a wide range of teaching and learning methods are employed by all members of the department, and with achieving the whole-school objective that pupils develop into independent, self-motivated learners who can question, criticise and innovate.

9. Responsible for ensuring that subject teachers adhere to the responsibilities and tasks as laid down in their job descriptions, in particular, encouraging teachers to start classes punctually and maintain good order, and familiarising staff with the policies and procedures of pupil discipline adopted by the School.

10. Responsible for overseeing the induction and mentoring of newly-appointed teachers in the department. Where necessary, in consultation with the Senior Teacher i/c Staff Development, this may involve guidance in teaching and classroom management skills.

11. Responsible for implementing the school Staff Review and Development Scheme within the Department. The Head of Department will personally review all the members of the department, according to the requirements of the agreed scheme, except in those departments in which an Assistant Head of Department may have been designated as undertaking some of the reviews.

12. In the context of the School Staff Review and Development Scheme, to monitor the progress of members of the department towards agreed targets arising from the Review process; to be aware of the whole-school contribution and responsibilities of members of the department and to give them support, advice and professional guidance as appropriate.

13. In the context of the School Staff Review and Development Scheme encouraging staff development, making training suggestions and recommendations aiming at staff's enhancement of subject and teaching knowledge.

14. Responsible for the organisation of internal examinations in the department's subject areas

15. Responsible for remaining up-to-date with developments in education generally, in Cyprus, Britain and Europe, and in the teaching of his/her subject, with a view to curriculum innovation and development of teaching and learning styles in the department; regular review of the department's internal and public examination syllabuses, ensuring that they are in the best educational interests of the pupils

16. Participating in the appointment of new staff in the department according to the agreed procedures

17. Supporting the School in the preparation, organisation, supervision and marking of Entrance Examinations, as required by the Head Teacher

18. Responsible annually for the development and preparation of the Departmental Development Plan and submitting a supporting budget

19. Responsible for capitation monies allocated to the department by the Head Teacher and for allocating amounts to different areas within a single subject within a department

20. Responsible for the care, management, and maintenance of the department's resources, i.e. equipment, furniture, stock and specialist teaching rooms belonging to the department.

21. The National Standards for Subject Leaders (TTA, 1998) provide relevant guidance as to the manner in which these duties should be discharged

Salary Main professional scale plus Departmental Responsibility Allowance. This is a Promotion Post subject to an initial two-year Probationary Period.

Non limiting clause

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies and following consultations with the post holder.