



PALMERS GREEN HIGH SCHOOL

Head of Department - Generic Job Description

Purpose of the Job: To be responsible for the management and leadership of the department within the whole School, and to ensure that departmental teaching is delivered to the pupils in accordance with School policy.

Accountability: The Headmistress.

Duties and Responsibilities:

1. Management and Administration

- (a) to provide guidance for departmental staff and the Headmistress, including involvement with recruitment, retention, induction, in-service training and professional development;
- (b) to manage, review and support the development and performance of members of the department;
- (c) to contribute to the School Development Plan through the formulation and management of Departmental Development Plans and through supporting school-wide initiatives;
- (d) to prepare and manage capital and revenue budgets for the operation of the department, keeping spending within designated limits;
- (e) to manage the physical resources of the department, ensuring that stock and equipment are well cared-for, effectively used and that an accurate inventory is maintained;
- (f) to ensure that departmental areas present a stimulating environment;
- (g) to organise regular departmental meetings in accordance with School policy and attend such meetings as Head of Department as are required;
- (h) to liaise with the appropriate agencies regarding any external resources or facilities used by the department in line with Health and Safety and offsite visit requirements and policy;
- (i) to provide information and other materials for marketing purposes, for example the School website, magazine and newsletters;
- (j) to liaise as appropriate with other departments and the SMT regarding cross-curricular themes, curriculum matters (including timetable and examination supervision) and shared resources;

- (k) to maintain high personal standards of prompt arrival for teaching, other responsibilities and events, and appropriate professional appearance;
- (l) to ensure that all examination requirements (internal and external) are made available to the Deputy Head and Examinations Officer by specified deadlines and to ensure consistency in the setting, marking and recording of internal examinations;
- (m) to prepare and update departmental policy documents – including the departmental handbook – in consultation with other members of the department;
- (n) to ensure that pupils and staff in the department work in a safe manner in accordance with School policy.
- (o) to ensure that goods and equipment purchased by pupils are ordered, stored and distributed in consultation with the Bursar and the Headmistress;
- (p) to participate in appropriate supervisory duties shared by all members of staff;
- (q) to participate in a rota of cover for absent colleagues;
- (r) to seek the Headmistress's authorisation for any absence from School and to give notice as early as possible in the case of unavoidable absence through sickness, and to provide appropriate work for classes to be covered; and
- (s) to liaise with the Examinations Officer and Form Tutors to ensure that all coursework/non-examination assessment/controlled assessment deadlines are met and teacher assessments are completed in good time.

2. Academic / Curriculum Responsibilities

- (a) to plan, implement and review the curriculum, including written schemes of work for pupils throughout the age range within the framework of the National Curriculum;
- (b) to be responsible for the development and deployment of departmental teaching and learning strategies, and the effective usage of relevant data;
- (c) to monitor and evaluate the curriculum, teaching and learning in the department and ensure they are in line with the aims, objectives and ethos of the School in all key stage areas;
- (d) to ensure that assessment is both regular and thorough, including monitoring pupil progress, target setting and moderating/evaluating standards across the department to ensure consistency;
- (e) to advise the Headmistress on any national or local developments and initiatives within the department;
- (f) to ensure that arrangements for all departmental events are checked against the School calendar and, wherever possible, entered in the provisional calendar before the end of the previous term;
- (g) to liaise with the School Librarian with regard to subject book lists and displays, and recommend suitable books for purchase;

- (h) to attend all relevant meetings as required by the Headmistress, including Parents' Evenings and In-Service Training courses;
- (i) to be an effective teacher within the department having regard to the subject teacher's job description; and
- (j) to ensure that the department follows the school Assessment and Reporting Policy.

3. Pastoral Responsibilities

- (a) to share responsibilities for the pastoral care of the pupils in liaison with the appropriate Form Tutor;
- (b) to manage and monitor the usage of rewards and sanction for pupils within the department, including liaison with the appropriate staff;
- (c) to ensure the safety of all pupils under supervision and to make pupils themselves aware of safety;
- (d) to work with the appropriate pastoral staff to help any pupil who needs care or advice and who does not respond to correction;
- (e) to be familiar with and implement the School's Child Protection and Safeguarding policy;
- (f) to work with colleagues in maintaining high standards of behaviour by pupils in all areas of school life;
- (g) to maintain regular contact with and flow of information to the SMT on all matters concerning the welfare of individual pupils, the department in general and members of the department.

4. Extracurricular Activities

- (a) to monitor, develop and participate in the department's contribution to the extracurricular programme;
- (b) to liaise with the Bursar and the Deputy Head with regard to the usage of School facilities outside the normal school day;
- (c) to organise appropriate events and visits (residential and/or non-residential) as authorised by the Headmistress in liaison with the SMT and in accordance with School policy;
- (d) to communicate effectively with parents and external agencies regarding Extracurricular Activities, after obtaining approval from the Headmistress; and
- (e) to manage and encourage pupil participation in such external award schemes, national competitions and charity events as are relevant to the department and to provide support for internal competitions.

To undertake other tasks as determined by the Headmistress relevant to the work of the Department or the needs of the School, as they may arise.

January 2021