



## TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

### **Job Description for Head of Department**

#### **Core Purpose**

The purpose of the Head of Department is to build a team who can provide high quality teaching and learning in all subjects and for effective leadership in their Subject area[s]. They are responsible for raising student attainment and achievement within their curriculum area[s].

#### **The post holder will:**

- Report to a Deputy Headteacher or one of the Assistant Headteachers.
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Provide professional leadership and management within the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- Be responsible for the overall management of the teaching of the subject and the learning and progress of students in that subject across the school.
- Be committed to professional self-development in order to carry out the job successfully.

#### **Leadership**

- Line management support of the department and its subjects.
- Co-ordinate the department's contribution to the School Development Plan and create the Departmental Development Plan.
- Provide a link between the Department and the Leadership Group. Feed back results of all monitoring activities. Produce an annual report for the Leadership Team
- Liaising with colleagues in other Departments and the Leadership Group.
- Responsibility for the Department budget.

#### **Teaching and Learning**

- Ensuring that teaching within the Department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of the Teaching and Learning Academic Policy.
- Monitoring, formally and informally, teaching and learning in the Department and its subjects.
- Reviewing regularly all aspects of the Department's work to ensure progress.
- Monitoring records to demonstrate this.

#### **Management**

- Creating and maintaining clear departmental documentation (Departmental Development Plan/SEF, Schemes of Work, Department Handbook).
- Managing and organising resources.
- Evaluating Schemes of Work.
- Initiating and managing change to raise standards.
- Leading Department meetings.
- Setting targets for the subject and monitoring those targets against student performance.

- Responsibility for National Strategy work within the department
- To represent the department at Middle Managers Meetings

### **People and Relationships**

- Act as Team Leader in the annual Performance Management Programme.
- Develop the role of members of the Department, in particular TLR post holders, by providing support and challenges for all aspects of their work.
- Inducting new staff in the Department.
- Managing serious issues of behaviour management within the Department in line with school policy.

### **Health and Safety**

- Implement the Health and Safety Policy of the school, including the production of subject specific Health and Safety Policies where relevant.
- Monitor on a monthly basis all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene.
- Include Health and Safety on the Agendas of Department Meetings at least termly.

### **Assessment**

- Oversee the assessment and recording of students' performance in the subject(s). This should include regular testing and practical assessments, end of year examinations (as appropriate) and other methods.
- Monitor the performance of students across the school in the subject(s) through the use of departmental and whole school data.
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to the Assistant Headteacher (Assessment).
- Ensure that appropriate baseline assessments are carried out to assess intake standards.
- Track pupil progress over time within the Department.

### **Formal Monitoring (must include)**

- Formally observe all teaching members of the Department at least once every two terms (not necessarily full lessons). Provide feedback to staff, monitor improvements and keep line manager informed.
- Check book (frequency and quality of formative feedback, quality of student work, SoW coverage, etc) on a monthly basis to cover all staff twice within each academic year. This should also include monitoring the teaching records of staff (planning, record keeping, etc).
- Track pupil progress and use forecast grades to report, on a termly basis, whether or not the Department is 'on course' to achieve public examination performance targets.

### **Student Support**

- Identify students who are under-achieving in the subject(s) and liaise with the Learning Leader/Head of Year as necessary.
- Prepare subject(s) IEPs for those students identified as having sole problems in the subject to help them attain their full potential in the subject(s).