



## Head of Department Job Description

- To lead on planning, monitoring and evaluating subject delivery and development in order to raise standards.
- To review public exam syllabuses regularly and be responsible for public exam entries in consultation with the Exams Officer.
- To ensure cover work is set when members of the department are absent.
- To provide a summary of the programme of study for each year group.
- To be responsible for all internal assessments.
- To ensure the organisation of resources in the department.
- To encourage the delivery of attractive displays across the school.
- To chair weekly department meetings providing agendas and minutes to all relevant staff.
- To keep records of all monitoring activities, meetings, activities and exemplar work as evidence.
- To ensure all deadlines are met.
- To report to the Administration Team on a weekly basis.
- To promote and support school events.
- To create a climate which supports and encourages all staff within the department.
- To encourage professional development.
- To provide training and peer observation.
- To share good practice including classroom management.
- To ensure that lessons are planned and delivered effectively.
- To ensure that all target setting, assessment and reports are completed on time and to a good standard.
- To assist in staff recruitment.
- To establish a learning environment which motivates and encourages students.
- To track and monitor the academic progress of all pupils in the subject and identify the more able students as well as those with SEN or linguistic needs.
- To implement effective interventions to support students and notify admin team of actions taken.
- To follow up discipline matters within the department in accordance with NBC's discipline policy.
- To develop up to date schemes of work.
- To support intervention strategies for all year groups and especially exam cohorts.
- To monitor and evaluate the teaching and learning in the subject through formal and informal observations, drop-ins, work sampling, checking planning and results analysis.
- Each teacher should be observed a minimum of 2 times in an Academic year.
- To ensure that the departmental marking policy and school assessment policy is strictly adhered to by checking marking and ensuring that it is formative.
- To monitor the setting of appropriate homework, quizzes and assessments.
- To plan and teach high quality lessons at all times and lead by example.
- To teach across the whole age and ability range.
- To enter students for national and international competitions, workshops and activities.