

<b>Role</b>	<b>Head of Department</b>
<b>Job Purpose</b>	<b>To assist the Head of Faculty in the professional leadership and management of the department, to ensure that high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy across the faculty.</b>
<b>Accountable to:</b>	Head of Faculty
<b>Responsible for;</b>	
<b>Accountabilities</b>	<p><b>1. Policy/Strategic direction and development</b></p> <p>a. Contribute to the preparation, monitoring and updating of annual departmental plans in consultation with colleagues.</p> <p><b>2. Teaching and learning</b></p> <p>a. Work with the Head of Faculty to:</p> <ul style="list-style-type: none"> <li>i. promote excellence in teaching and learning within the department to ensure all pupils develop their potential and are equipped for life beyond school;</li> <li>ii. ensure that, schemes of work are produced, used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning</li> <li>iii. ensure that departmental staff are monitoring pupils' work and evaluating their classroom practice to ensure high standards are maintained;</li> <li>iv. ensure that the delivery and development of the curriculum is effective in meeting the needs of all pupils.</li> </ul> <p>b. Keep up to date with developments in the subject area and education in general to inform best</p>

	<p>practice within the department.</p> <ul style="list-style-type: none"> <li>c. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and contribute to the sharing of good practice throughout the faculty.</li> <li>d. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.</li> <li>e. Meet all the requirements of the general Teacher job description</li> </ul> <p><b>3. Leadership &amp; management of others</b></p> <ul style="list-style-type: none"> <li>a. Assist the Head of Faculty to lead and manage the department, taking lead responsibility for departmental matters</li> <li>b. If required, stand in for the Head of Faculty in his/her absence as directed by the Head Mistress.</li> </ul> <p><b>4. Extra-curricular activities</b></p> <ul style="list-style-type: none"> <li>a. Actively promote interest in the subject through extra-curricular clubs and activities.</li> </ul> <p><b>5. Marketing and external links, including public occasions</b></p> <ul style="list-style-type: none"> <li>a. Actively promote the subject within the school community to encourage pupils' interest in the subject areas.</li> <li>b. Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.</li> <li>c. Actively participate in the faculty's contribution to marketing events and external links.</li> </ul> <p><b>6. Management of resources</b></p> <ul style="list-style-type: none"> <li>a. Assist the Head of Faculty in the management of departmental resources, taking lead responsibility for departmental resources.</li> </ul> <p><b>7. Monitoring, evaluation &amp; assessment</b></p>
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	<ul style="list-style-type: none"> <li>a. Work with the Head of Faculty to: <ul style="list-style-type: none"> <li>i. ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching;</li> <li>ii. monitor and ensure that all departmental staff are monitoring pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.</li> </ul> </li> </ul> <p><b>8. Training &amp; development of self and others</b></p> <ul style="list-style-type: none"> <li>a. As a lead professional, set personal targets and take responsibility for own continuous professional development.</li> <li>b. Works with the Head of Faculty to ensure that training needs within the department are identified, appropriately met, and that all members of the department are active in their own personal and continuous professional development.</li> <li>c. Contribute to the appraisal of departmental staff as required by the Head of Faculty.</li> </ul>
<p><b>General requirements</b></p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Contribute to the successful implementation of the EPQ programme in the Sixth Form as requested and be prepared to supervise the research work and project.</li> <li>c. Contribute to the school's programme of extra-curricular activities.</li> <li>d. Support and contribute to the school's responsibility for safeguarding students.</li> <li>e. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>f. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> </ul>

	<ul style="list-style-type: none"> <li>g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>h. Engage actively in the performance review process.</li> <li>i. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.</li> <li>j. Undertake other reasonable duties related to the job purpose required from time to time.</li> <li>k. Cover for absent colleagues and invigilate internal examinations as required.</li> <li>l. Undertake a share of staff duties.</li> <li>m. Attend key school events such as Prizegiving and Open Days</li> <li>n. Be a positive role model to staff and pupils.</li> <li>o. Adhere to the School's dress-code.</li> </ul>
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
<b>Remuneration and Time Allowance</b>	

**Person Specification**  
**Skills Required**

Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well.	Essential

**Knowledge Base**

Excellent professional knowledge and understanding	Essential
Excellent subject knowledge	Essential
Understanding of national and examination curricular requirements of the subject.	Essential
Up to date with professional developments in the subject and other aspects of education	Essential

**Qualifications/Attainment**

Qualified teacher status		Essential
Good honours degree	First or upper second	Essential
Post graduate qualifications	Masters degree/ post graduate diplomas	Desirable

**Experience**

Experience as a subject teacher covering KS3-5 (if the subject is only taught in the Sixth Form then appropriate experience in KS5 essential and experience of other key stages desirable)	Essential
Experience of teaching A level and GCSE in the subject for at least 2 cycles.	Essential
Experience of organising or participating in extra-curricular activities.	Desirable
Experience of participating in or leading a whole school initiative	Desirable

**Attitude/approach**

Honesty and integrity	Essential
Able to demonstrate adaptability and flexibility	Essential
Approachable	Essential
High expectations of oneself, as well as of others,	Essential
Ability to remain calm in sensitive or potentially volatile situations	Essential
Ability to listen and make reasoned and informed judgements	Essential
Holds a strong vision, and has the necessary skills and attributes in order	Essential

to fulfil that vision	
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### **Personal Attributes**

Enthusiastic, positive and hard-working	Essential
A passion for education	Essential
Ability to inspire, motivate and support pupils	Essential
Calm, flexible, approachable attitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance	Essential
Drive and stamina to provide excellent opportunities for all girls in the School	Essential
Self-motivation and a willingness to accept responsibility	Essential
Willingness to play a part in the overall developments of the School	Essential
Commitment to maintaining the caring and supportive ethos of the School	Essential
Commitment to the safeguarding of children and young people	Essential