



Moulsford Preparatory School

Policy Documentation

Job Description – Head of Department

In addition to the 'Subject Teacher' job description attached, the specific responsibilities of the Head of Department include:

Management of their subject

- Ensuring consistency and continuity within the curriculum for their subject. (Reception – Y8).
- The continual reviewing of the department's schemes of work and policy documentation.
- Monitoring and developing the programs of study which are appropriate to the differentiated needs of children in each age group.
- Ensuring there is adequate transfer information when boys move from year to year.
- Organising regular departmental meetings.
- In conjunction with the Director of Studies, overseeing the department's record-keeping as well as the setting and marking of internal exams and the writing of reports and other assessments.
- Analysing pupil performance throughout the year and internal and external exams (and other forms of assessment) to identify strengths and weaknesses and acting upon that information.
- Ensuring the proper preparation of Common Entrance candidates and academic scholars.
- Liaising closely with the SENCo to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons.

Staff

- Ensuring each member of the department share an understanding of what constitutes effective teaching and that it is implemented.
- Supporting other members of the department in developing a range of teaching styles and techniques.
- Formally appraising members of their department following the procedures outlined in the Staff Handbook. Intra-departmental observation should also be encouraged.
- Providing members of the department with information on suitable training courses.
- Assisting the Director of Studies in the deployment of teachers within the department.

- Assisting the Headmaster and the SMT in the recruitment, selection and induction of departmental staff.

Other responsibilities

- Communicating with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
- Reporting annually to the Headmaster and Governors, through the Director of Studies, on the work of their Department.
- Submitting an annually updated development plan.
- Overseeing and developing all the department's educational resources and managing the budget.
- Taking responsibility for the departmental website;
- Taking responsibility for all departmental Risk Assessment and Health and Safety issues.
- Liaising effectively with other Heads of Department.