



Bromsgrove International School

Job Description – Head of Department

Reporting to: The Headmaster and Director of Studies

Context: The Head of Department is responsible for overseeing the delivery of a particular subject across all key stages, liaising with other members of the department to ensure that the same high standards are met at all times. Heads of Department are therefore expected and encouraged to continually update their subject knowledge and teaching methods through private study and professional development.

Major Responsibilities:

Responsible for class/subject teachers within the department. Teaching Assistants.

A Head of Department will perform the following tasks in an addition to their normal duties as a subject teacher:

- Co-ordinate the production of medium-term plans within their subject in accordance with the National Curriculum
- Submit medium-term plans and schemes of work to the DOS upon request
- Support teaching staff within the subject area and identify professional development needs
- Identify, procure and manage resources for the subject
- Maintain a database of assessment throughout the subject and keep a register of attendance
- Co-ordinate assessment throughout the subject, including target-setting and value-added
- Manage subject budgets as and when these are developed.
- Monitor progression of pupils' learning through Key Stages
- Assist in the preparation for accreditation/inspection
- Liaise with other subject Heads of Department, managers and staff to ensure the effective delivery of their subject throughout the curriculum
- Undertake classroom observations to ensure effective delivery of subject.
- Ensure appropriate methods of continuous assessment for the subject throughout the school.
- Ensure participation in the development and review of the subject in collaboration with the class teachers and DOS.
- Support colleagues by sharing ideas through workshops and Inset.
- Develop a departmental handbook in line with the aims of school development plan.
- Keep an inventory of all resources and equipment held within the department.
- Act as a role model for the subject within the school
- Attend all necessary meetings to fulfill their function effectively.
- To perform other key tasks that the Headmaster might reasonably assign.