



Westbourne  
House School  
CHICHESTER

## **JOB DESCRIPTION**

### **HEAD OF DEPARTMENT**

- Responsible for:** All teaching staff and support staff within Department
- Consulting with:** All staff teaching that subject, other Heads of Department, Deputy Head - Academic, Deputy Head
- Reporting to:** The Headmaster

#### **Purpose:**

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress
- To be accountable for pupil progress and development within the subject area
- To develop and enhance the teaching practice of others
- To be accountable for leading, managing and developing the subject/curriculum area
- To ensure Schemes of Work are in place, to update as necessary and conform to relevant syllabus: EYFS, National Curriculum Key Stage 1 and 2, ISEB and various scholarship syllabuses
- To liaise with the IENCo to ensure the individual needs of pupils are being met within their subject
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan

#### **Operational/ Strategic Planning:**

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- Exams: to oversee their preparation, planning revision, setting papers, marking & moderating your subject area, followed by analysis of results which considers both pupil & departmental performance
- To oversee day-to-day management & to ensure the efficient running of the department: control and operation of lesson provision within the department, including effective deployment of staff and physical resources
- To actively monitor and follow up pupil progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Safeguarding

- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School
- In conjunction with the ICT Manager to foster and oversee the application of ICT in the Department
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager

**Curriculum:**

- To liaise with the Deputy Head and Deputy Head - Academic to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the School Improvement Plan/School Evaluation
- To be accountable for the development and delivery of the Department's curriculum
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology
- To be aware of who the leading subject teachers are in the Junior Department and in the Pre-prep in your area and/or related areas
- To be aware of and have an understanding of the SOWs in both the Junior Department and Pre-prep and bring influence to bear as necessary in order to ensure continuity exists between the different sections of the school

**Recruitment/ Deployment of Staff:**

- To work with the Deputy Head and Deputy Head - Academic to ensure that staff development needs are identified and that appropriate programs are designed to meet such needs
- To be responsible for the efficient and effective deployment of the Department's support staff
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model

**Quality Assurance:**

- To establish the process of the setting of targets within the department and to work towards their achievement
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles
- To contribute to the school procedures for lesson observation
- To seek/implement modification and improvement where required
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle

**Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department and pupils on the School Database
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response

**Communications:**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan
- To disseminate information from meetings of the SMT
- To ensure effective communication/consultation as appropriate with the parents of pupils
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To represent the department's views and interests
- To hold departmental meetings, record & disseminate minutes
- To be responsible for set deadlines being adhered to e.g. effort & attainment marks, exam results and reports

**Marketing and Liaison:**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Parents evenings and other events

**Management of Resources:**

- To manage the available resources of staff, finance: to prepare ADRs, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget

- To work with the Deputy Head and Deputy Head - Academic in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed

#### **Pastoral System:**

- To be familiar with the School's Child Protection (Safeguarding) Policy and to report concerns to the Designated Safeguarding Lead
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
- To monitor and support the overall progress and development of pupils
- To monitor pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to Learning 4 Life, citizenship, enterprise and other cross-curricular issues according to School Policy

#### **Teaching:**

- To undertake an appropriate programme of teaching
- To ensure that lessons are well prepared, efficiently resourced and appropriate to the ability level of the pupils in question
- To teach pupils of all abilities with commitment, enthusiasm and to a high standard of competence
- To maintain good lesson discipline at all times
- To mark pupils work in accordance with School Policy and to keep an appropriate record of marks awarded
- To set regular prep in accordance with School/Department Policy
- To keep a full and appropriate written record of work covered
- To set and mark tests, assessments and examinations and to actively invigilate and supervise as required
- To complete all relevant pupil profiles and reports as required
- To liaise with colleagues on all matters of common concern regarding pupils and the curriculum
- To ensure that the classroom is an attractive, organised and stimulating working environment with relevant and regularly changed displays

#### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example
- To continue personal professional development as agreed

**Generic:**

- Attend all statutory training that is required to work within a School
- Take part in the school appraisal system
- Be sympathetic to the school's aims and ethos
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

**Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.