

Job Description

Job Title:	Head of Department
Employer:	Dollar Academy
Key Responsibilities and Duties	<p>Responsible for managing and leading the departmental curriculum, including:</p> <ul style="list-style-type: none"> • Establishing and reviewing schemes of work and monitoring their use by staff. • Further developing effective methods of assessment of students' work, providing feedback and analysing results. • Fostering, by example, a spirit of academic enquiry within the department. • Providing appropriate, effective enrichment activities and opportunities for different age groups as part of the co-curricular programme. <p>Responsible for leading and managing the staff in the department, including:</p> <ul style="list-style-type: none"> • Providing an effective induction programme for new members of the Department. • Arranging for the observation of teaching as a matter of good practice and providing constructive feedback. • Supporting staff to develop into the best teachers that they can be as part of continuing professional development. • Providing support to members of the Department in any matters involving classroom management. • Delegating appropriate administrative tasks and leadership opportunities for others to create a sense of teamwork within the department and aid professional development. • Monitoring the quality of written academic reports and feedback to parents by teachers in the department. • Ensuring that teachers are aware of students with learning, medical, social or other difficulties and providing appropriate support including ensuring the implementation of SEND strategies. • With the Assistant Rector (Academic) and the Deputy Rector, monitoring overall workload of members of the department and supporting the timetabling process. • Managing cover teaching when members of the department are absent. • Keeping up-to-date with subject developments outside the school including attending CPD, and bringing them to the attention of colleagues.

Responsible for learning and teaching within the department, including:

- Fostering high standards of pupil work.
- Ensuring effective use of pupil tracking data.
- Effective scrutiny of pupil work.
- Advising pupils with option choices, with university applications and alerting them to the possibilities within the field of Computing Science.
- Working to provide stretch and challenge opportunities.

Responsible for the administration of the department, including:

- Holding and recording the minutes of regular departmental meetings to exchange ideas and inform and develop good practice.
- Producing an annual report about the department for the Rector, including a detailed analysis of public examination results.
- Managing the departmental budget effectively.
- Supporting the school in major events such as Open Day.
- Ensuring the highest standards of Health and Safety are maintained within the department as outlined in the school's Health and Safety Policies.

Miscellaneous

- Participate in training and development as required.
- Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy.
- Undertake any duties commensurate with grade.