



ST. MICHAEL'S CATHOLIC GRAMMAR SCHOOL

Subject Leader / Head of Department Job Description

Duties of Heads of Department include the following :

1. To maintain high standards in teaching, communication, class organisation and discipline, and to encourage other members of the department to do the same.
2. To promote the work of their subject area in the curriculum through the guidance, training and deployment of departmental personnel and the development, use and control of all other departmental resources. They are expected to keep abreast of curriculum development and be available for consultation in these matters with the Headmaster, other senior staff, governors, advisers and Inspectors whenever necessary.
3. To draw up a detailed scheme of work, in consultation with other members of the department and to review this annually, revising it whenever necessary. Such a scheme of work would be expected to contain the following :
 - a. The syllabus for each year in the school. This may be very brief in some cases, referring to examination syllabuses and National Curriculum Programmes of Study.
 - b. A statement of the aims and objectives of the subject as taught at the school. Objectives may vary at different levels within the school, and for pupils of different ability. This could profitably be spelt out in some detail. The following could be included in the written scheme or not, but in any case should be clearly defined and understood by all members of the department :
 - c. Guidance on teaching method. This should not be rigid, but some uniformity in essentials is desirable.
 - d. Guidance on assessment and records of work.
 - e. Matters of departmental policy e.g. entry policy for external examinations, setting (if practised), etc.

f. An allocation of responsibilities within the department, including responsibility for NQTs, Beginning Teachers, resources, display etc.

g. Details of resources, and guidance on their suitability for specific age and ability group.

The scheme of work should be available for all members of the department, and the Headmaster.

4. The Head of Department is expected to have a knowledge of external examination syllabuses and career opportunity and requirements as far as these relate to his/her own subject.
5. To give support, encouragement and help to other members of the department when needed; to foster a good team spirit; to practise consultation and delegation in furthering the aims of the department.
6. To hold departmental meetings at least once every half term, and to be business-like and well-organised in all that pertains to such meetings.
7. The Head of Department is responsible for the way in which the departmental allowance is spent and accounted for, as well as for planning and foreseeing departmental needs and budgeting accordingly.
8. To ensure records of each pupil's level of attainment as required by DFSC are kept for all those studying the National Curriculum and are available for parents.
9. To prepare the annual Departmental Development Plan and Self Evaluation Form which will reflect whole school priorities and initiatives and to present it to the Headmaster when required.

Each department has its own specific needs and characteristics which will also be reflected in the role of the Head of Department.

The requirements of this job description are not intended to restrict the proved individual and successful methods developed in different departments. It attempts to provide some helpful guidance and may usefully stimulate some constructive criticism and clarification of the department's aims, objectives and methods. The job of Head of Department cannot be defined precisely in all its aspects, and requires constant alertness and responsiveness to the actual situation, which will always be a changing one.