



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 their field.
- 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.