



HEAD OF DEPARTMENT

Departmental management including

- the promotion, through example and leadership, of effective learning and teaching within the department;
- the preparation of candidates for examinations at all levels;
- the organisation of the setting, marking and moderation of appropriate examinations;
- General administration including entering candidates for external examinations;
- the establishment of departmental policies and procedures and the monitoring and evaluation of these;
- the management, deployment, professional development, support and welfare of staff in the department;
- participation in the school's professional review procedures;
- supervision of probationer teachers in the department;
- supervision of student teachers in the department;
- conducting and recording regular departmental meetings;
- responsibility for the department allowance and the ordering and care of books and equipment for the department and library, following the school's recognised procedures;
- awareness of the school's Health and Safety procedures, and subject specific risk assessment;
- organisation of displays;
- organisation of trips to theatre etc.

Curricular and development responsibilities including

- planning, developing, revising and updating the specification and course content in the light of current educational developments;
- the establishment and monitoring of departmental assessment policies;
- liaison with the Junior School, where appropriate;
- liaison with other departments and the establishment and maintenance of cross curricular links;
- participation in national and locally related curricular developments.

Whole school responsibilities including

- professional contribution to the management policies of the school;
- implementation of whole school policies;
- attendance at Heads of Department meetings;
- assisting with Entrance Examinations;
- undertaking such other duties as the Headmistress may reasonably request from time to time.

Additional Responsibilities

- according to the Departmental requirements.