

# Hendon School



## Job Description

**Post:** Head of Department

**Responsible to:** Head of Faculty/Department

**Salary:** MPS/UPS (Outer London) plus TRL

**Job Purpose:** To work closely with the head of Faculty to act under their guidance and also to initiate, curriculum development at all Key Stages.

## Job Specification

### Leadership

- Create a vision, sense of purpose and pride in the teaching of the subject of responsibility
- Inspire faculty members by personal example and presence
- Take responsibility for raising pupil achievement
- Be a lead practitioner in all aspects of teaching and learning
- Co-ordinate the introduction and development of whole school policies
- Have a presence around the school, encouraging students to demonstrate positive behaviour and maintain discipline in the faculty including supporting staff
- Promote the international ethos of the school.

## Management

### Staff

- Lead and support all department staff

### Curriculum

- Assume responsibility for students' data and promote its use to inform lesson planning and teaching styles
- Monitor and evaluate tracking systems and the use of data within the department for highlighting success and spotting underachievement
- Monitor and evaluate the effectiveness of schemes of work towards meeting the needs of the full range of ability
- Ensure and oversee the provision for students with SEN including G & T and PDS as appropriate
- Promote and represent the subject within the faculty on the curriculum committee and all other school committees as necessary.
- Oversee and ensure all aspects of cross-curricular initiatives are embedded

- Promote opportunities of extra-curricular activities and visits related to the programme of study

**Students:**

- Ensure high standards of performance across the ability range
- Oversee and monitor faculty use of rewards

**Teaching:**

All teachers are expected to abide by the Professional Standards for Qualified Teacher Status when undertaking their role as a classroom teacher.