



# Highclare School

**Job Description: SENIOR SCHOOL (KS3, 4 & 5) HEAD OF DEPARTMENT**  
**Line Manager – Head of Sixth Form / Deputy Head: Academic**

## **Head of Subject Department Responsibilities**

1. To be responsible for development and promotion of the Department throughout Senior School, eg. assemblies, website, etc.
2. To plan, implement and review curriculum within the framework of Highclare's curriculum, the National Curriculum or external examination syllabus.
3. To ensure that members of department assess pupils' work regularly and that records of this are kept.
4. To participate in the School's professional review process.
5. To participate in whole school self-evaluation processes
6. To attend Heads of Department Meetings and hold regular departmental meetings.
7. To encourage the professional learning and development (PLD) of staff in the department and the department as a whole.
8. To represent the department in matters related to whole school, e.g. curriculum planning, and contribute to the School Development Plan.
9. To liaise with the Deputy Head: Academic in matters concerned with timetable and teaching allocation.
10. To liaise with the Examination Officer in all matters concerning external examinations
11. To ensure that the departmental room(s) is/are well organised and maintain display work.
12. To manage the departmental budget effectively, ordering relevant materials as and when necessary and ensuring that stock is well cared for.
13. To organise the setting and marking of subject examination papers.
14. To organise setting arrangements where necessary within the department.
15. To contribute to the extra-curricular and enrichment provision and ensure that department members do the same.
16. To implement Health and Safety Policy as appropriate with your own department.
17. To ensure that new department members are acquainted with department and school practice and ensure that they are properly inducted.
18. To monitor teaching staff by carrying out quality assurance practices on a regular basis.
19. To carry out any other reasonable duties commensurate with middle-management responsibility.

This list is intended to be as comprehensive as possible, but is not exhaustive.