

## JOB DESCRIPTION: HEAD OF DEPARTMENT

**NAME:**

**POST:** Head of Biology

**RESPONSIBLE TO:** Divisional Director – Maths/Science/IT

### A. Main Purpose

- The Head of Department is responsible for leading a team of teachers in achieving the College mission and values. The Head of Department has responsibility for the quality of outcomes and will work with their team to continuously evaluate, and improve outcomes for learners.

### B. Main Responsibilities

#### Leadership and Management of Teaching and Learning

- To oversee the development of stimulating learning and teaching materials
- To ensure all schemes of work are prepared and kept updated
- To encourage the sharing of good practice across the department
- To ensure regular testing and assessment takes place
- To supervise the management of coursework
- To oversee the continued development of the departmental portal sites
- To select specifications and liaise with exam boards/the College Examinations Officer

#### Quality Assurance

- To monitor and analyse data regarding examination performance
- To produce an annual Self-Assessment Report (SAR) and implement the quality improvement plan
- To lead the Department Development Cycle
- To ensure there is a centralised department record of student marks
- To conduct and respond to course evaluations/surveys
- To ensure the department is Ofsted-ready

#### Communication

- To represent the views of the department at Divisional Heads of Department meetings when appropriate and to feedback ideas and decisions to the department
- To advise the Divisional Director on suitable departmental requirements (e.g. Departmental policy, INSET, etc)
- To call and chair regular departmental meetings to ensure the effective running of the department

#### Management of People

- To assist in the selection and appointment of staff, and participate in the induction and the support of new members of the team
- To assist in the timetabling process by deploying staff within the department effectively
- To carry out annual professional review of the department team
- To identify training needs and assist with training
- In liaison with the Division Director, address issues of conduct/capability as appropriate

#### Other responsibilities

- To manage the departmental budget in the most effective way, and prepare bids into the College Development Fund as required
- To forge curricular links, for example with HE, wherever appropriate and possible

- To fulfil responsibilities as a teaching member of the subject as detailed in the job description for a teacher/tutor
- To communicate with the parents of students and prospective students, including attendance at Consultation Evenings, Parent Tutor Evenings and Open Evenings
- To interview prospective students
- To take responsibility for the Health and Safety of the department, ensuring that the staff and students adhere to the College Health and Safety Policy at all times
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding
- To carry out other reasonable requests as may be required from time to time by the Principal