



JOB DESCRIPTIONS

HEAD OF DEPARTMENT (ENGLISH)

Introduction

This document is to be read in conjunction with the Employment Agreement. It is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder and The Principal. The school's Mission and Values statements underpin all aspects of this job description.

Salary

The post-holder will be appointed on the appropriate point on the Kajonkiet International School Scale. In normal circumstances, a Responsibility Allowance will also be paid in recognition of the additional responsibility undertaken.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Responsibility

The Head of Department (English):

1. is responsible to the The Principal for the safe, proper and imaginative running of the department in line with The Mission Statement and Values of the school;
2. reports annually to the Board of Directors to a format agreed in advance and common across all departments;
3. reports annually to The Principal in a formal and documented meeting which analyses the department's performance in the previous year (academic results / staffing / resources etc.) and sets agreed targets for the year ahead;
4. is responsible to The Principal and to the Vice Principal (Secondary & 6th Form) who will normally be his/her Line Manager and who will normally conduct his/her Performance Management;
5. works closely with the Vice Principal (Secondary & 6th Form), secondary Phase Leaders and other Heads of Department in a collaborative and collegiate way;
6. works closely with the Vice Principal (EYFS & Primary), Phase Leaders on pastoral issues in a collaborative and collegiate way;
7. is responsible for excellent curricular planning, implementation and review in the following areas:
 - The regular review, analysis and updating of departmental schemes of work;
 - The drafting, implementation and review of a departmental action plan in line with School Development Plans;
 - Home Learning in accordance with the school's Home Learning Policy;
 - The regular review, analysis and updating of the departmental handbook;
 - The setting of appropriate work during periods of cover for unforeseen absence within the department.
8. is responsible for the planning, coordination and delivery of the English as an Additional Language (EAL) programme and EAL support staff in mainstream classrooms.
9. is responsible for excellent communication in the following areas:
 - Regular and published departmental meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
 - Regular informal meetings with departmental colleagues to ensure that lines of communication are open and accessible;
 - Liaison with other Heads of Department and subject specialists to facilitate cross-curricular work;

- Liaison with the School Librarian, Interventions & Inclusions Manager and other support and resource agencies within the school to ensure proper and full department use of facilities;
- The establishment and maintenance of a professional, healthy and conflict-free atmosphere within the department;
- Attendance at Heads of Departments' Meetings and other meetings as required;
- Ensuring that departmental information for curriculum booklets and departmental web pages, etc., are updated as required;
- Contact with parents as to how they can be usefully involved in their child's education.

10. is responsible for departmental staff in the following areas:

- In normal circumstances the Head of Department will have direct involvement with the appraisal of departmental staff in accordance with the school's Performance Management policy either as the Performance Manager or first advisor to the Performance Manager;
- The Head of Department will observe the classroom performance of departmental staff both formally in accordance with the school's Performance Management policy and informally. The school's current Classroom Observation documentation will be used as the blueprint.
- Ensuring that departmental staff maintain the highest standards in terms of dress, punctuality and communication (including e-mail);
- Monitoring lesson planning, assessment, marking and recording of data of departmental staff;
- Ensuring that departmental staff make excellent use of ICT to enhance the teaching and learning within the department;
- Ensuring that reports are written according to both departmental and school criteria and that deadlines are strictly met;
- Ensuring that staffing needs are communicated for the following academic year as soon as relevant information is available;
- Playing a role in the selection, and where practical, interviewing of staff;
- Allocation of staff to teaching groups in a fair and focused way and in consultation with the Principal and the Vice Principal (Secondary & 6th Form);
- Ensuring that staff are kept up to date with current developments and that appropriate development areas are identified.

11. is responsible for budgeting and resources in the following areas:

- Ordering books and equipment in accordance with the school budgeting policies and procedures;
- Managing efficiently the department budget;

- Ensuring that an up-to-date record inventory is kept of department resources;
- Ensuring that departmental resources, books and ICT hardware are treated with great care.

12. is responsible for assessment in the following areas:

- Co-ordination of the preparation and marking of internal assessment papers in line with external examination standards;
- Co-ordination of the preparation and marking of admissions and/or scholarship tests as required;
- Following up in a focused and supportive way problems highlighted by assessment;
- Selection, in consultation with The Principal and Vice Principal (Secondary & 6th Form), of suitable examination boards which fit best with the school Mission Statement and Values;
- External examination entries and predicted grades;
- Submission of internal examination results to the Academic Coordinator;
- Arranging the quarantining of students in their departmental areas for examination boards such as EDEXCEL if required.

13. is responsible for student performance and standards in the following areas:

- Setting yearly targets regarding student performance in examinations;
- Discipline and welfare within the department - liaising as necessary with class teachers, form tutors and the Pastoral Coordinator;
- Providing and supporting every opportunity for students to display their skills in a wider area;
- Providing clear department statements on gifted and talented students.

This includes:

- producing identification criteria to help identify talented pupils;
- helping to produce activities and materials which will provide the basis for gifted and talented work and which are included in schemes of work;
- providing cross curricular activities which will help gifted students and bring together groups of talented students;
- supporting members of the department involved in the teaching of gifted and talented at all levels;
- ensuring that provision for gifted and talented pupils in their department is challenging and relevant;
- researching and providing opportunities for talented pupils to show their skills in a wider arena;
- monitoring the progress of gifted and talented pupils within their subject area;

- helping to set up models within their subject area which will maximise benefits to gifted and talented students.
- Providing clear departmental statements on SEN students in line with school policy.

Tasks

The Head of Department:

1. will teach for approximately 44 periods out of 60 (55 minutes / 10 day cycle);
2. is expected to be an exemplar teacher in respect of planning, preparation of the learning environment, lesson delivery (including EAL strategies and differentiation), assessment, marking and reporting;

Professional Expectations

The Head of Department will:

1. be experienced, knowledgeable and acquisitive for knowledge in their subject and related areas;
2. have excellent communication skills with all constituencies within the school;
3. be energetic and able to enthuse others;
4. be organised and industrious;
5. have a positive outlook on life;
6. manage their own time effectively - particularly in relation to balancing the demands made by teaching, subject management and involvement in school development;
7. be knowledgeable in ICT issues which relate to the department and be a skilled trainer of others in this field;
8. provide a clear direction for the department in line with the school Mission Statement and Objectives and School-wide Goals;
9. set high standards and provide a role model for staff in the teaching and learning of the subject;
10. represent the interests of the department within the wider management of the school;
11. fulfil any additional requests or requirements made by the Senior Leadership of the school as they arise.

This Job Description is not exhaustive in its design and provides an outline of the roles and responsibilities of the Head of Department. Content will be reviewed annually and may be amended periodically. The Principal may add or revise the responsibilities identified within as need arises and according to circumstance.