

ROLE OF HEAD OF ACADEMIC DEPARTMENT

St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

The Head of an Academic Department at St Edmund's College is responsible to the Head, through the Deputy Head Academic, for the organisation of the staff, resources and curriculum of a specific academic department of the College. As an Academic Head of Department, it is vital that he/she recognises the importance of academic pursuits being the priority of every teacher and student at the College and organises his/her department with this aim in mind. In addition to academic responsibilities the Head of Department has a duty to put the welfare of children at the heart of what they do.

Objectives

1. To incorporate within the aims and ethos of the department, the aims and ethos of St Edmund's College.
2. To ensure the delivery of the College curriculum through all the years of the College for the subject for which the Head of Department is responsible.
3. To ensure that all relevant College policies are applied in the organisation and work of the department.
4. To help each student to make the most of his or her ability and to enhance each student's quality of learning.
5. To ensure that the department contributes to the general education of every student for whom it has responsibility.
6. To promote an enthusiasm for academic study.
7. To increase the awareness of and interest in the specific subject throughout the College.
8. To contribute to the development of the College curriculum by involvement in discussions, generation of ideas and decision-making.
9. To guide and assist each member of the department and to utilise the particular skills and strengths of each teacher.
10. To monitor the quality of teaching in the department and to ensure that it is of the highest possible standard.
11. To promote the well being of each member of the teaching staff.
12. To build a team of teachers in the department and to involve the whole department in decision-making.
13. To manage the resources of the department efficiently and effectively.
14. To accept ownership of collective decisions taken at Heads of Departments meetings and of policy decisions by Senior Management, after reasonable consultation, and in so doing to accept role as a member of the middle management of the College.
15. To take responsibility for physical appearance of the furniture, fittings and fabric of the department.
16. To accept a mentoring role for any NQT who may be attached to a particular department.

Responsibilities

1.
 - a) To have clear aims and objectives for the department, for each year group and for the teaching staff within the department.
 - b) To report regularly to the Deputy Head Academic on departmental matters and to the Head, as and when required. To prepare an annual self-evaluation and development plan for the Department.

2.
 - a) To be fully versed in the range of different examinations courses available in the subject for all ages.
 - b) To guide the department in the selection of particular syllabuses and to liaise with the examining boards and examiners as required.
 - c) To provide schemes of work for the department for each group in the College.
 - d) To keep abreast of developments in the academic subject.
 - e) To keep abreast of developments of teaching techniques and the impact of new technologies in the subject, and to introduce them into the department as appropriate.
 - f) To co-ordinate examples of good practice and to enable teachers to share exercises, programmes of study etc. across department.
 - g) To have an up-to-date knowledge of the courses and examinations followed by our students in our feeder Schools, both Prep Schools and state Schools and to liaise with opposite numbers in prep Schools, particularly subject co-ordinators at St Edmund's Prep School.

3.
 - a) To produce and to keep updated a Departmental Handbook and to ensure that all members of staff contribute to its development and evaluation.
 - b) To be fully aware of changes in College policies, to update departmental ones accordingly, and ensure their application across the department.

4.
 - a) To ensure that each student is treated according to the principles and aims of the Mission Statement.
 - b) To define the departmental policy of differentiation and to ensure that courses, lessons, exercises and assessments are designed to enable students of all abilities to perform to their best.
 - c) To ensure that full and accurate records of students' attainments and academic progress are kept within the department.
 - d) To co-ordinate examinations within the department.
 - e) To ensure that all students are fully prepared for public examinations.
 - f) To provide advice to students and their parents about the courses on offer at GCSE and in Rhetoric.
 - g) To be fully versed in the opportunities available to students in Higher Education who have qualifications in your subject area.
 - h) To provide students with advice on Higher Education courses and to maintain links with universities as appropriate.

5.
 - a) To promote links and co-operation with other academic departments, through the ongoing sharing of resources, the awareness of courses in other disciplines, joint programmes of study and joint trips, where appropriate.
 - b) To develop the subject's contribution to the moral, spiritual, aesthetic, physical and intellectual education of every student.
 - c) To apply cross-curricular policies and themes and to bring them into the work of the department.

6.
 - a) To provide lively, stimulating classroom environments throughout the department in terms of lessons, wall displays and use of resources.
 - b) To provide opportunities beyond the classroom in the form of societies, trips, visiting speakers, excursions and field work in term time and holidays, as appropriate.

7.
 - a) To keep abreast of current educational thinking and to be involved, as much as possible, in the national debate.
 - b) To attend Heads of Departments meetings and, when appropriate, committees and sub-committees formed to discuss particular curricular or academic matters.
 - c) To keep in contact with opposite numbers in other schools and to attend, when appropriate, meetings of area curriculum discussions groups.

8.
 - a) To organise and minute regular department meetings.
 - b) To be aware of the needs of each member of the department and to find time to provide individual advice and to listen to their concerns.
 - c) To ensure a fair teaching load and spread of sets across the department.
 - d) To delegate to each member of the department responsibility for particular tasks or roles as appropriate.
 - e) To monitor the quality of report writing by members of the department.

9. To watch other members of the department teach and to welcome them into your lessons.

10.
 - a) To take part in the appraisal of members of staff, both on a regular day-to-day basis and as part of the College Staff Development Programme.
 - b) To devise a staff induction programme for members of staff new to the department and to liaise with senior members of staff as part of the College induction programme for new staff.
 - c) To organise the work of support staff and technicians, where appropriate, and to ensure that they are fully involved in the work of the department.
 - d) To devise a programme for the in-service training of members of the department, including the Head of Department, and to be aware of the courses available for training, this in consultation with the Senior Deputy Headmaster.

- 11.
- a) To provide a plan of expenditure for the department for the forthcoming year when required to do so.
 - b) To take responsibility for the annual budget of the department to ensure that it is used in accordance with the guidelines laid down by the Bursar.
 - c) To keep accurate records of departmental expenditure, including that for trips etc.
- 12.
- a) To keep well-ordered files and records of College documents including the minutes of Heads of Departments meetings.
 - b) To explain decisions, as necessary, to staff and students in the Department.
- 13.
- a) To develop plans for future improvements of departmental facilities.
 - b) To survey any day-to-day damage to the furniture, fittings and fabric, (for example, graffiti or broken furniture), and to report any damage to the Property Services Manager as soon as possible.
 - c) To be aware of the cleanliness of the department and to liaise with domestic staff as appropriate.