

Head of Department

Job Description

Role Summary	To provide leadership of the subjects under the Head of Departments remit.
Main Accountabilities	<p><u>Leadership</u></p> <ul style="list-style-type: none"> ♦ the Head of Department should have a clear understanding of the IB requirements for the subjects taught in the Department and be fully acquainted with the demands on colleagues’ teaching within the department; ♦ convening and ensuring that minutes are prepared for departmental meetings; ♦ updating the departmental handbook annually to reflect current practice; ♦ following through the Staff Review and Development (or equivalent) cycle in an open and transparent manner; ♦ helping colleagues to articulate, construct, implement and evaluate departmental and personal development plans; ♦ responding to the needs of individuals in the department in finding the right balance between involvement in the College and attention to their personal welfare; ♦ responding to the needs of individuals for technical or professional support. ♦ supporting the Director of Studies in the delivery and development of the academic programmes, including assessments and examinations. <p><u>Curriculum Planning and Delivery</u></p> <ul style="list-style-type: none"> ♦ creation of an atmosphere of mutual support and collaboration within the department that encourages the sharing of ideas, resources and policy formulation; ♦ initiation and follow up of discussions about course planning, extended essay supervision, ToK elaborations, internal assessment and other professional matters; ♦ encouraging pedagogical development and innovation within the department, including the use of IT where this enhances learning. <p><u>Resources</u></p> <ul style="list-style-type: none"> ♦ preparation of departmental budget in consultation with members of the department;

	<ul style="list-style-type: none"> ♦ advising the College on suitable materials to support teaching; ♦ issue and control of texts, reference material and teaching resources to both staff and students; ♦ stock check and updating of the inventory. <p><u>Promoting the interests of the Department</u></p> <ul style="list-style-type: none"> ♦ representing the interests of the department at staff meetings and meetings of the Academic Committee (Head of Department's plus Director of Studies) in terms of budget, timetabling, professional development and general academic debate; ♦ acting as advocate for professional development funding for departmental staff and arranging for departmental in-service training; ♦ assisting the Principal in the short-listing and interviewing of new staff.
Typical reporting relationship	Director of Studies.
Development / Training to support role competencies	<p><u>Development activities</u> To be negotiated as part of the performance management process.</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan.</p>
Notes:	