



ROEDEAN

Join the Roedean Team

Head of Department

Girls First: Empowered, Encouraged, Engaged

Key Responsibilities

Teaching and Learning:

The Head of Department will secure and sustain effective teaching, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.

They will:

- be an excellent teacher
- promote the importance of improving and promoting teaching and learning to pupils, staff and parents
- review teaching and learning for their own department through a programme of lesson observations and work scrutiny and from this draw up ideas for improvement
- implement strategy to improve teaching and learning within their department
- ensure that students are assessed, supported and tracked individually and consistently; exam entries are made and other necessary administrative responsibilities fulfilled
- attend meetings with the Deputy Head, Academic/their Line Manager to discuss teaching and learning within their department

Strategic direction and development of teaching and learning:

The Head of Department will help to plan a successful teaching and learning future for the school within the context of the school's aims and policies.

They will have:

- a carefully planned approach within their own department to the development of excellent teaching and learning
- a willingness to engage in professional development to remain up to date in their understanding of teaching and learning

Leading and managing staff:

The Head of Department will support the teachers in their teams by:

- Leading and managing their own department in an exemplary manner; including the appointment and induction of new teachers, professional support and development for colleagues, maintaining high standards in all aspects of the department; and representing the needs of the department to senior management
- Generating and maintaining positive relationships with colleagues
- Ensuring that schemes of work and other departmental documentation are reflective of the aims for the school, the needs of the students and compliant with regulations

Efficient and effective deployment of staff and resources:

The Head of Department identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.

This is done through:

- Regular team meetings
- Supportive and thorough performance management and appraisal
- An ability to find resolution for interpersonal difficulties
- The encouragement of a positive learning environment
- The development of learning opportunities outside the classroom via trips, activities etc.
- The management of departmental resource needs, monitoring departmental expenditure, overseeing the management of department resources and IT software

The Head of Department is expected to attend regular meetings with their line manager.

The Head of Department is expected to demonstrate best practice in lesson observations.

Skills of a Head of Department

- Leadership skills: attributes and professional competence.
- Communication skills: the ability to make points clearly both orally and in writing and understand the views of others - pupils, parents, staff, other stakeholders and the public.
- Self management: the ability to plan time effectively and to organise one's self well.

Person Specification

- Adaptability, resilience, energy and perseverance
- Self-confidence and enthusiasm
- Intellectual ability
- Reliability
- Emotional intelligence
- Good organisational and time-management skills
- Good judgement and attention to detail
- Ease with, and interest in, young people
- Understanding or experience of leadership and management of a subject

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), a Prohibition Order Check and a Prohibition from Management Check.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.



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Roedean School, Roedean Way, Brighton, East Sussex BN2 5RQ
+44(0)1273 667657 roedean.co.uk

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