

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

HEAD OF DEPARTMENT

Brummana High School is a Quaker coeducational day and boarding school which seeks excellence academically and in the arts and sports and aims to promote integrity in its students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.

This job description is used as part of the Head of Department's contract so that both he/she and the line manager know what is expected. This job description is in addition to the job description for Subject Teacher.

Line management

The Head of Department reports to the Vice Principal Academic and liaises with the Heads of Section and Subject Co-ordinators as required.

Hours

The Head of Department should be available to fulfil the demands of the post. In order to recognise the amount of time the post requires, the teaching load will be reduced, (according to the size of the department and range of responsibilities).

General responsibilities

In addition to teaching duties, the general responsibilities are to maintain oversight of the syllabus, staff, students and administration in the Upper School in his/her department.

Specific responsibilities

These fall into four categories

- A. ACADEMIC
- B. STUDENTS
- C. STAFF MANAGEMENT
- D. ADMINISTRATION

A ACADEMIC

1. To be a member of the Curriculum Committee
2. To be a member of the Heads of Department Committee
3. To ensure that staff within the department implement the agreed policy regarding academic issues
4. To review and discuss weekly teaching plans, quarterly plans, and student progress
5. To monitor and evaluate the continuity and delivery of the syllabus
6. To select textbooks, in consultation with staff, and supply final ordering details
7. To review and recommend relevant library books
8. To stay abreast of the latest methodologies and curriculum changes and update the syllabus accordingly
9. Within the framework of the school's policy, to set departmental policies including grading, assessment, and homework
10. To ensure the continuous assessment of students including the appropriate number of tests and quizzes
11. To organise and participate in joint test-marking where appropriate
12. To check and approve all exams and keep copies for departmental records
13. To review student performance in exams
14. To check teacher's mark books and exam marking on a regular basis
15. To organise entrance exams

B STUDENTS

1. To develop strategies to aid students having academic difficulties
2. To develop strategies to ensure that more able students are suitably challenged
3. In consultation with teachers, to evaluate students' performance for streaming where relevant
4. To interview new students and assist with student admission placement
5. To recommend students for awards

C STAFF MANAGEMENT

1. General management

- To support the subject teachers to ensure high academic standards
- To maintain good communications and relations with colleagues within the department
- To meet regularly with subject teachers, organise regular departmental meetings, and to keep records of the meetings
- To encourage departmental teamwork and sharing of material and teaching techniques
- To support new teachers
- To act as departmental advocate
- To make recommendations as to the allocation of staff to specific classes and streams

2. Training & Evaluation

- To support professional development of staff through class visits and feedback
- To make recommendations to meet staff training needs
- To carry out staff evaluation procedures in an ongoing programme of assessment and monitoring and through undertaking professional reviews
- To assist with the development of staff assessment criteria
- To work with Heads of Lower School sections and Subject Co-ordinators to ensure continuity in delivery of the programme
- To submit progress reports on staff and programme to the Vice Principal Academic

3. New Staff

- To assist in reviewing staff applications and interviewing candidates
- To fully brief new staff within the department on what is required of them and to ensure they have all the information they need to work effectively

D ADMINISTRATION

- To collate a departmental file of substitute work and submit it to the Heads of Upper School Sections
- To take responsibility for the departmental inventory
- To propose and manage an annual budget for the department
- To manage the approved budget in co-operation with the Bursar

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