



The Vision 'A leader of education in Africa'

### HEAD OF BIOLOGY ROLE DESCRIPTION

It is assumed that the HoD has excellent subject knowledge, and keeps up to date with curriculum and pastoral developments. The whole point of being a HoD I suggest is to manage and lead the department, so that the students being taught do learn and reach their potential. Its all about support, motivation and guidance of staff, of monitoring and evaluating both staff and students.

Most aspects of the HoD role can therefore be fitted into five main areas:

- A. Leadership and management of staff**
- B. Strategic direction and development of the subject**
- C. Teaching and learning**
- D. Efficient and effective deployment of staff and resources**
- E. Communication**

As the HoD applies their professional knowledge, understanding, skills and attributes to the roles below they should be able to bring about positive outcomes for the department, students, and school.

In carrying out this role the HoD's effectiveness will also depend on the support you get from the Headteacher and senior management and through the school's policies and practices.

The role below is in addition to the general and specific duties outlined in the job description for classroom teachers.

#### **A. Leadership and management of staff**

##### **The Head of Department should**

- Have clear expectations of departmental staff
  - Maintain a strong but consultative leadership.
  - Organize and run regular and well-managed departmental meetings
  - Provide opportunities for staff to contribute to all aspects of departmental planning and policy making and evaluation.
  - Delegate departmental responsibilities through negotiation, fairly and appropriately
  - Provide support for inexperienced and non-specialist teachers and others with identified areas for improvement.
  - Audit or identify INSET needs within the department, lead or co-ordinate in-house professional development
  - Consult with the senior management team regarding INSET provision
  - Establish a team-working ethos
- Ensure job descriptions for all technicians including tasks for the holiday periods are compiled.



## B. Strategic direction and development of the subject

### The Head of Department should:

- Audit the department's policies and procedures, resources and results and write a departmental development plan that contains agreed timeframes.
- Ensure that there is a departmental handbook that includes
  - The importance and role of the subject
  - Programmes of study for the subject
  - Schemes of work for students of all ages and abilities.
- Analyse and interpret internal (and external) subject and school data in target setting and policy making for the department

## C. Teaching and learning

### The Head of Department should

- Ensure that all members of staff are covering the appropriate curriculum with continuity and progression.
- Ensure that students are well aware of the aims and objectives of the subject matter, and of the teaching and learning sequences
- Be responsible for standards of work in the subject(s) covered by the Department. This will involve **monitoring** the planning, preparation, teaching and assessment of work within an agreed Departmental policy including the regular setting and marking of homework.

**Departments will be expected to assess using formative and summative methods of assessment.**

- Assist departmental members in establishing clear targets for students in line with whole school policies
- Evaluate the teaching of the subject in the school for use in auditing the department
- Oversee student discipline within the department
- Appraise staff using the school appraisal scheme (if any)
- Oversee the preparation and organization of internal examinations
- Be responsible for any organisation and administration of external examinations that are subject specific, e.g. coursework, moderation, exam entries and predicted grades, practical exams
- Arrange cover work if none has been set by absent colleagues
- Be in charge of external subject-centred administration e.g. coursework, moderation, practical examinations, estimated grades
- Work with the Learning Support Departments to cater for students with learning needs.
- Keep records of assessments and information specific for the department

**D. Efficient and effective deployment of staff and resources**

The Head of Department is responsible for:

- advising the Deputy Head Curriculum on the deployment of staff and teaching groups
- establishing staff and resource needs for the subject and preparing an order for resources
- the budget of the department **maintaining control and management of all areas of the budget**
- ensuring the effective and efficient management and organisation of learning resources
- maintaining existing resources
- using accommodation to create an effective and stimulating environment for the teaching and learning of the subject;
- Ensuring that there is a safe working and learning environment in which risks are properly assessed.
- **Integration and development of IT within the department for effective teaching and management.**

**E. Communication:**

The Head of Department should:

- Ensure that there is effective communication with the Headteacher, Senior management, teachers, students, and parents
- Liaise with the Deputy Head Curriculum, Deputy Head Pastoral, Head of House and/or form tutor regarding outstanding students and students with learning, personal or behavioural problems.
- Ensure that the Headteacher is kept informed of health and safety, maintenance and upkeep of the department with regards to the quality of the department
- Represent the department at HoD meetings and cascade information to the department
- Ensure that the Departmental team is informed of current developments in education in general and their own subject area in particular.
  
- Oversee the writing of minutes from departmental meetings and provide copies to the Headteacher and Deputy Head Curriculum. Follow HOD meetings with Department Meetings to cascade information.
- Meet administrative deadlines
- Be responsible for department student reports
- To attend other meetings which are pertinent to your department
- Liaising with HOH and tutors over student progress.

Particular to the Department

- Maintain and raise the profile of Biology in school and outside school.