



Role Profile			
Role	Head of Department		
Direct Reports	TBC	Reporting To	Principal
Role Purpose			
<p>To act as a key member of the Middle Leadership Team, working with the head of School and SLT to manage and develop a high-quality International school, which achieves the highest professional standards and quality of education for all of its students.</p> <p>The post holder will be responsible for promoting core school values, continual improvement in student attainment, and contributing to the school's overall success, through the success of the department section.</p> <p>Leaders must be role models in setting high standards for staff and students, promoting and modeling the school's Vision, Mission and Values by implementing school policies, rules, rewards and sanctions</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties.</p>			
Key Accountabilities			
<p>1. To manage the development, implementation, evaluation and review of the curriculum and schemes of work, ensuring that all curriculum documentation is kept up-to-date, in order to meet the requirements of the National Curriculum for England, examination boards and the needs of students.</p> <ul style="list-style-type: none">▪ Maintain up-to-date knowledge of National Curriculum and Examination Board syllabi and requirements, and of instructional trends and research.▪ Devise a planned programme for evaluating the curriculum and schemes of work, particularly with regard to evaluating students' learning experiences, progress data and external examination results.▪ Plan, implement and review necessary changes in consultation with subject staff, Director of Learning and the Head of Secondary.▪ With the Primary Subject Co-ordinator, where relevant, maintain a Subject Policy according to assigned guidelines, and update annually.▪ Liaise with other Subject Co-ordinators and colleagues in Primary to relate the subject curriculum to the whole curriculum▪ Make full use of resources and facilities available to the school as a whole.▪ Recommend and organise enrichment activities, visits, trips and clubs which will enhance teaching and learning. <p>2. To manage and be accountable for the subject area's resources for teaching and learning, taking an active role in ensuring that they are appropriate to the curriculum, in order to facilitate its effective delivery.</p> <ul style="list-style-type: none">▪ Audit the subject area's resources and maintain up-to-date inventory.▪ Assess potential new resources, prepare annual orders for books and resources within budget guidelines, and order interim materials within budget as required.▪ Ensure that resources are organised and stored with attention to accessibility, security and safety.▪ Receive and distribute resources for teachers and students.▪ Liaise with Library/ICT/other facilities as appropriate and oversee departmental copying/printing. <p>3. To promote quality teaching and learning, to actively seek improvements and to resolve problems, so that teachers and students are supported in reaching their potential.</p> <ul style="list-style-type: none">▪ Monitor the quality of teaching and learning within the subject, including by:<ul style="list-style-type: none">▪ setting high expectations, and supporting staff and students in achieving them;▪ ensuring consistency and appropriate pace in the delivery of the planned curriculum;▪ influencing methodology and teaching styles and testing new techniques/materials;▪ reviewing the progress of groups and individual students, and seeking solutions to any problems;			



- organising pupil grouping and differentiated tasks within groups to promote learning;
 - arranging for department CPD or individual staff training/development/mentoring as appropriate (this may include NQT mentoring);
 - encouraging the sharing of best practice within the subject area, the Secondary section and with Primary colleagues.
 - Monitor interventions and student progress, and liaise with Director of Learning and Head of Section to inform and resolve student difficulties, keeping parents informed through appropriate channels.
- 4. To set goals and priorities for the subject and agree them with the Head of Section, ensuring (where applicable) that tasks are delegated appropriately within the constraints of job responsibilities, individual capabilities and time available, so that goals are achieved within agreed timescales.**
- Identify strengths and weaknesses within the subject area.
 - Set development goals and priorities in an annual action plan, agreed with Head of Secondary.
 - Allocate tasks to achieve these goals and monitor progress towards interim and final deadlines.
 - Influence methodology and teaching styles and test new techniques/materials.
 - Make a personal contribution to developing the subject in line with priorities.
 - Keep the Head of Section informed of progress and issues which are impeding progress.
- 5. To develop and maintain subject policies and practices for assessment (both formative and summative), moderation, recording and reporting, in compliance with school policy, the National Curriculum for England, and Examining Board regulations.**
- Develop, document and maintain subject policies and procedures for assessment and data recording, tracking and reporting within school, National Curriculum and Examination Board guidelines.
 - Implement marking, homework and student support policies.
 - Make arrangements for collecting evidence, levelling and moderating work for KS3 assessments.
 - Make arrangements for moderating coursework at KS4/5 in line with Examination Board regulations, in conjunction with the Head of Section, Examinations Officer and Head of Sixth Form as applicable.
 - Ensure that marking and record-keeping are accurate, up-to-date and accessible to interested parties.
 - Ensure that students understand the criteria for achievement and the procedures for identifying/ rewarding achievement at all levels of ability.
 - Make subject arrangements for Parents' Evenings and other meetings with parents.
 - Write or supervise the writing of examinations and mark schemes and the marking of exam papers, to deadlines set by the school.
 - Liaise with Form Tutors, Head of Section, Head of Sixth Form and/or SEN Co-ordinator as appropriate regarding students causing concern.
- 6. To ensure that efficient administration, record-keeping and communication processes are in place, are followed, and are kept under regular review in order to provide accurate and useful information.**
- Ensure that subject colleagues are fully aware of required administration procedures and deadlines.
 - Ensure that planning and record-keeping meets the needs of the subject, the school and Orbital Education and is up-to-date.
 - Maintain regular and effective two-way communication with:
 - the subject teachers through weekly meetings;
 - the Head of Secondary and Director of Learning;
 - other Subject Co-ordinators, through meetings;
 - all individuals, by being available for less formal discussions.
- 7. To liaise with the Examinations Officer and (if necessary) the Head of Section, regarding IGCSE/AS/A-Level examination entries, including internally assessed elements, in order that all appropriate arrangements are made.**



- Ensure that students are entered for the relevant external and internal examination components, within the required deadlines.
- Ensure that students are fully prepared for their external exams, including modular unit assessments, and that deadlines for internally assessed activities are met.
- Make arrangements for internally assessed activities to be completed under controlled conditions, wherever appropriate.
- Inform the Examinations Officer of any suspected irregularities in the production of coursework, so that she can take action.
- Ensure that estimated grades are submitted on time.
- Participate, wherever required, in the invigilation of examinations.
- Monitor the performance of students against predicted grades and against their performance in other subjects.

8. To ensure effective liaison between Key Stages, in order to promote curriculum continuity and smooth transitions for students.

- Promote understanding of the Primary/KS3 curriculum and resolve issues of curriculum continuity in liaison with the Head of Secondary and, when required, with the Head of Primary and Primary teachers.
- Promote curriculum continuity between Key Stages within Secondary, and adjust the programmes of study as necessary, in consultation with the Head of Secondary, Head of Sixth Form and Examinations Officer.
- Refer proposals for major changes to the Head of Secondary for agreement before implementation.
- Collect and disseminate information on new Yr.7 students to relevant colleagues.
- Make arrangements for annual baseline testing to inform teaching and learning.

9. Work collaboratively with the Principal, Head of Section and SLT to positively support Strategic Direction & Leadership

- Support the delivery and implementation of the school vision, ethos, value statement and direction in the department.
- Inspire, challenge, motivate and empower others to work consistently to support the school's vision and core values
- Contribute to School Section meetings, actions, and decisions. Ensure messages from the Team are clearly & effectively communicated, and that personal actions consistently support School section decisions
- Establish and maintain positive working relationships with all school colleagues, all faculties, students, parents and other stakeholders which build the school community and support collaborative learning at all levels
- Collaborate with other Orbital schools and education professionals to share expertise & highlight good practice in department.
- Regularly review own practice, taking responsibility for own personal development and the development of others in department.

10. Safeguarding and Safer Recruitment

- Complete safeguarding training in accordance with the expectations of the Orbital Safeguarding policies.
- Make appropriate referrals to the Safeguarding lead are completed and follow the guidance given by the school.

Person Specification

- Hold a Bachelor's degree & PGCE (or equivalent)
- Have UK Qualified Teacher Status, recommended at least five years of teaching experience
- Have experience of managing people, teaching to an A level standard, managing projects, and meeting targets
- Hold relevant and up to date experience of developing and delivering a curriculum for students of all ages, particularly in the relevant section



- Have ability as an outstanding classroom teacher across all key stages, a strong academic record and understanding of academic disciplines
- Demonstrate excellent behaviour management skills, and classroom discipline
- Be open to developing their skills, and seek advice from a variety of sources
- Be highly organised with excellent time management skills and the ability to work calmly under pressure
- Work equally well as part of a team and on own initiative with high levels of resilience and flexibility

This is in no way an exhaustive list and you will be required to undertake additional duties to ensure the smooth day-to-day running of the school. You are also required to undertake any other duty as reasonably assigned by the Principal and this role profile may be reviewed and amended to ensure it continues to meet the needs of the school.

Performance against the accountabilities detailed within this job description will be reviewed at least bi-annually as part of the Performance Management process.