



## **RYDE SCHOOL JOB DESCRIPTION**

**ROLE:** Head of Department

**START DATE:** September 2025

**LINE MANAGER:** Deputy Head (Academic)/Assistant Head Academic (Senior School)

Ryde School's purpose is to provide an exceptional education, enabling all pupils to flourish in mind, body and soul. We nurture pupils to make a positive difference and embrace the opportunities of the wider world. As such all teaching staff provide outstanding academic education and pastoral care to pupils in their classes and tutor group, and across the school, including a commitment to contributing to the wider curriculum.

From time to time it might be necessary to alter the job description below in consultation with the post holder and the Head Master.

**ROLE SUMMARY:** *The Head of Department provides dynamic and creative leadership for their department, taking responsibility for pupil progress and results, managing and developing staff to ensure the highest standards of teaching and learning, and resourcing and managing the curriculum, academic co-curriculum and department spaces.*

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### **SPECIFIC RESPONSIBILITIES:**

#### **Leadership and management**

- Lead and manage the staff (including technical support where applicable) allocated to the department.
- Act as a role model for the department in terms of the quality of teaching practice, relationships with pupils, colleagues and parents, approach to personal professional development and commitment to the wider features of school life including the co-curriculum.
- Provide a strategic view for the development of the department in accordance with the overall strategic aims of the School.
- Promote dynamic, innovative, positive and productive work habits such that all staff and pupils work in an atmosphere where they have the best possible chance of realising their potential.
- Establish and maintain a positive and productive ethos within the department, by embracing the values of ambition, responsibility, respect and courage, and encouraging collaboration, recognising the contribution of all members of the department.
- Develop and promote the sharing and implementation of best practice within the department.
- Reflect on department performance, including the analysis of available data where appropriate.
- Encourage and support the standards of behaviour of both staff and pupils in the department to fully support pupil learning.
- Monitor the professional standards of staff, including marking, preparation of lessons and classroom management, to include classroom observation, work sampling and regular formal and informal conversations and meetings with staff.
- Determine the CPD requirements of the department in discussion with the Deputy Head (Academic), and organise internal departmental training as appropriate, as well as recommending external courses for staff.
- Provide relevant details and judgement on the professional performance of the members of staff in the department within the context of the whole school appraisal schedule.
- Support the Senior Leadership Group (SLG) in managing staff performance, including maintaining records of and flagging concerns and implementing performance management processes.
- Effectively deal with any concerns raised regarding teaching and learning within the department, communicating with pupils and/or parents in a timely manner, and informing SLG where necessary.



- Plan and chair effective, regular (at least fortnightly), department meetings with copies of minutes circulated to all relevant parties.
- Communicate school policy and information effectively to the department (i.e. ensure that school policies are explained and implemented within the department, and that messages from Heads of Department meetings are shared and implemented).

## Teaching and learning

- Be responsible for the quality of teaching and learning within the department, in line with the Teaching & Learning Policy.
- Be responsible for the quality of academic results within the department, measured by data analysis including grade statistics, school residuals and value added results.
- Encourage teachers to be innovative and to extend their range of teaching skills and methodologies, including their use of digital technology.
- Develop and promote a teaching and learning culture of sharing and mutual support between teachers and between pupils.
- Monitor and support the quality of teaching and learning within the department, including regular lesson observation and work sampling.
- Be responsible for the production and update of departmental schemes of work in line with subject specifications and school policies.
- Implement procedures for tracking pupil progress within the department to include the use of baseline testing data, results from school examinations, departmental assessments and other data as appropriate, in line with the Assessment Policy.
- Organise, as appropriate, the setting of pupils and tiers of entry within the subject.
- Be responsible for the writing, production and marking and moderation of internal examination papers including practice papers and unit test papers, and where applicable school entrance and scholarship papers.
- Be responsible for the organisation and implementation of marking and moderation of coursework and non-examined assessments within the department as applicable.
- Be responsible for the quality of reports and assessments produced by the department.
- Be responsible for the department's provision for able and high-performing pupils, in line with school policy, including preparation for university entrance, and coordinate the staffing for department support sessions, including clinics.
- Liaise with the Learning Support and English as an Additional Language departments, as required, to ensure the best teaching and learning provision for pupils with specific learning needs, difficulties and access requirements.
- Keep up to date with the latest developments in teaching and learning pedagogy (including the use of technology) and good practice relevant to the subject and to whole school objectives, and advise department staff accordingly.
- Ensure the teaching and other spaces within the department are engaging places to work and learn, including responsibility for the quality of departmental displays.
- Ensure that the department is appropriately resourced, in line with the department budget.

## Curriculum and co-curriculum

- Select the specific specifications for public examinations in the subject and to monitor their appropriateness in the light of results, quality of service and government initiatives.
- Oversee public examination entries as appropriate at GCSE, A Level, IB and BTEC, and advise on retake entries/remarks to maximise results within the department.
- Ensure that technology is used appropriately in the delivery of the curriculum.
- Contribute, as required, to school curriculum guides, revision guides and other documents.
- Oversee the department's co-curricular activities and events, ensuring a diverse and engaging programme that caters for the different year groups.
- Ensure that educational visits, where appropriate, take place in liaison with the Deputy Head (Academic) and Assistant Head (Co-curricular)

## General responsibilities

- Represent the department in Heads of Department meetings and in other meetings such as working parties, as required.



- Produce, implement, monitor, evaluate and review policies specific to the department, in line with whole school policies as appropriate (e.g. Feedback & Marking Policy, Teaching & Learning Policy and Assessment Policy).
- Be responsible for the production and regular update of department documents including the department Handbook.
- Produce the department's annual budget submission and monitor spending throughout the year, ensuring cost-effective use of school funds.
- Be responsible for the department's UCAS references, and other pupil references, as required.
- Liaise with the Head of Sixth Form and Careers Team, giving subject-related advice to pupils concerning university and job applications.
- Work with the Marketing Team to raise the profile of the department and school, by promoting events and highlighting departmental successes.
- Support the appropriate use of ICT in the department, for educational, administrative, record keeping and marketing purposes.
- Contribute to the management and development of the School as a whole, representing the views of members of the department to stakeholders including other Heads of Department, Heads of Section/Year, SMT, SLG and Governors.
- Liaise with the Deputy Head (Academic) in the staffing and timetable allocation within the department.
- Advise on the process of appointing new staff to the department, taking part in interview, lesson observation and other procedures, as requested.
- Oversee and manage the departmental induction procedures for new staff in liaison with SMT.
- Respond to pupil, parent and colleague communication in a timely and effective manner.
- Be responsible for the health and safety matters relating to the department, including the completion and management of all necessary risk assessments.

### **Safeguarding**

- The post holder has responsibility for promoting and safeguarding the welfare of children and young persons in accordance with the School's Safeguarding Policy at all times.

**GENERAL NOTE:** Job description cannot be prescriptive. The essential ingredient for the job is to work in a professional manner at all times; making sure it is the children who lie at the heart of what we do.