



Rugby School

A STATEMENT OF GENERAL EXPECTATIONS FOR ALL HEADS OF DEPARTMENTS

A Head of Department's role covers the following areas:

1. **Management**

a) **Of Pupils**

Heads of Department should:

- Ensure that information is communicated effectively to pupils.
- Monitor pupil progress and performance. This should include having an overview of internal and external reports for pupils taught by members of the department. Problems should be discussed with colleagues, House staff and parents and persistent issues must be brought to the attention of the Deputy Head.
- Ensure that department policy on behaviour and discipline are consistent with and uphold School practice.
- Produce set lists where appropriate and monitor setting arrangements over the year.
- Ensure that preps within the department are set and marked regularly and that they have an overview of problems or issues relating to pupil achievement and behaviour on an academic level.
- Explain and monitor departmental use of all systems of encouragement and punishment, for example, Credits, Commendations, Impositions, Detentions. Colleagues should be encouraged to give Credits, Commendations, Distinctions and Copies when appropriate.
- Allocate Prize money.

b) **Of Staff**

Heads of Department should:

- Hold weekly department meetings to update staff on administrative details, discuss teaching practices, exchange ideas and develop departmental policy in general. These meetings should also act as a vehicle for

communicating decisions made in Heads of Department meetings. Relevant issues should be disseminated to all staff and issues discussed in full.

- Help to develop the staff in their department. This includes:
 - The induction and monitoring of new members of staff.
 - Support to colleagues for behaviour problems.
 - Staff development, with regard to teaching, including the organization of appropriate Inset training and attendance at external courses.
 - Appraisal of staff within the department.
 - Departmental timetabling:

Heads of Department are responsible for allocating sets to individual staff and for ensuring a fair balance within the department.
 - The continued training of all members of their department in the use of ICT in teaching.
 - Lesson observation of, and by colleagues, both within the department and occasionally outside, by arrangement with other HoDs.
 - Delegation of responsibility, where appropriate.
- Organize the procedures for the appointment of new staff (see the appointment procedure instruction sheet kept by the Head Master's secretary.)

2. **Curriculum Issues**

Heads of Department should:

- Establish and monitor programmes of study, producing schemes of work appropriate to each year group. Cross-curricular issues need to be clearly indicated within the schemes of work, including IT, Citizenship and Study Skills where necessary. These must be updated regularly.
- Establish appropriate examination syllabuses.
- Keep abreast of national developments in syllabus and curriculum development.

Involvement in external examining is to be encouraged strongly.

3. **Administration**

Heads of Department should:

- Ensure the efficient administration of all paperwork and correspondence connected with their subject, including the documentation required for inspection.
- Produce and update a departmental handbook.
- Carry out health and safety risk assessments.
- Organize the setting, invigilation (where appropriate) and marking of all kinds of examinations, including:
 - Internal.
 - Common Entrance.
 - Scholarship examinations at 13+ and 16+.
 - Coursework.
- Interview applicants for the Sixth Form and to other year groups, where necessary.
- Be aware of the procedures for routine maintenance of classrooms and Capital Expenditure on larger scale improvements. Requests for Capital projects must be made by Easter, in time for budget allocation.
- Manage the departmental budget and resources with a view to Inset, Visual Aids, I.T., books, equipment and so on.
- Manage the display of pupil work as appropriate.
- Liaise with the Cleaning Manager as appropriate, to ensure that the classroom areas are kept clean.
- Handle external examination results and reports, etc., liaising with the Examinations Officer over re-marks.
- Organize appropriate lectures, field trips, educational visits and conferences, in early consultation with the Director of Activities and the Deputy Head.

4. **The department in the wider context**

Heads of Department should:

- Attend all Head of Department Meetings.
- Liaise with the Deputy Head concerning policy-making, general academic issues, underachieving pupils, staffing problems and requirements, classroom needs and the development of resources, etc.
- Liaise with the SMT, where appropriate.

- Write annual reports to the Deputy Head. These are referred to in the annual report written for the Governing Body by the Head Master and the Deputy Head, covering departmental development over the course of the year and examination results at the end of the year.
- Be prepared to give presentations to the Governing Body on occasion.
- Have an awareness of the Complaints Procedure.

In addition, HoDs are expected to make an appropriate contribution to all areas of School life, as outlined in the Head Master's Statement of Expectations.