



Woodstock School

JOB DESCRIPTION

Head of Department – Academics Department

The position of HoD is one of academic leadership and administration, setting and upholding high standards of teaching and learning in Woodstock and promoting high expectations of student and staff conduct in their areas of responsibility. HoDs are responsible individually for leading and managing the teaching of their subject(s) from K-12 (though in the primary years, this responsibility is largely one of liaising with primary teachers to ensure vertical cohesion in the curriculum). Heads of Department are responsible for ensuring that the teaching and learning of the Department are in compliance with MYP, DP, and the Council of International Schools (CIS) standards and practices. Heads of Department are expected to teach approximately 22 classes in a 6-day cycle and be able & willing to teach online and/or in a hybrid context, as necessary.

STAFF LEADERSHIP

Appointment, evaluation, and professional development of department staff: advising the school administration on applications for vacant posts and interviewing candidates; providing inputs and advising teachers on the professional inquiry and professional growth process; facilitating teachers' Plan for Improvement where necessary; developing specific and time-bound targets/objectives for the department; advising Professional Development Committee on training needs and recommending PD requests.

New staff induction: supporting new departmental staff during their probationary year; meeting at least once a quarter to review progress and address difficulties, give advice and encouragement. Ensuring that new staff are provided with necessary curricular, material, and technological resources upon their arrival.

Professional mentoring and support: through observing classroom practice of each department member at least two times a semester using the Woodstock Learning Walks protocol; giving (and receiving) regular advice and feedback; ensuring that all department members have also engaged in Learning Walks; arranging for department members to observe their HoD's teaching where possible.

Professional accountability and guidance: communicating departmental policies; regularly checking curriculum maps, lesson plans and marking records to ensure that syllabi is clearly articulated, effectively taught, validly assessed, and timely recorded.

Policy and practice development: in conjunction with department members, the Head of Department (HoD) is responsible for the collaborative review and refinement of policies and curriculum. This includes the execution of policies related to curriculum assessment, rubrics, methodology, and technology integration. These duties constitute key responsibilities within the role of the HoD.

Departmental meetings: holding regular meetings to ensure that the work of the department is coordinated and that plans are made in advance; always taking and saving minutes.

Departmental in-service activities: identifying specific training needs in the department that can be met internally; planning and delivering in-service and collaborative activities.

Staff welfare: maintaining personal contact with department staff; organizing occasional social activities; working with the Academic Leadership to deal with problems and concerns that arise in a timely way; caring for the ethos of the department.



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FACILITATING COLLABORATIVE REFLECTION AND PRACTICE

Monitoring and Standardizing Assessment: promoting good practice in assessment in the department; monitoring grading to ensure consistency and accuracy, arranging cross-grading standardization especially for the first unit's summative tasks; setting expectations for how teachers give formative feedback to students; monitoring reporting on Managebac; checking term report grades and comments for quality.

External examinations and tests: ensuring that the dept has current syllabuses, past papers, and other guidance material produced by Examination Boards (IB & Language & Music) and that these are available and used by teachers teaching the courses; briefing teachers on exam requirements including assessment methods, syllabus choices etc.

Exam and test results: reviewing departmental results annually and contributing to whole-school reviews of achievement and progress through the HoDs Meeting; reporting findings and action items to the Academic Leadership, so that appropriate information & interpretation can be communicated to community stakeholders (parents, students, Board, etc.).

Scope and sequence/curriculum content and progression: advising the Academic Leadership on curriculum content, choice of texts, etc., as required; observing teaching and checking records to ensure that syllabi are being implemented.

MANAGING STUDENT RELATIONSHIPS

Student discipline: acting as first line of support for department staff dealing with student problems, including learning and conduct problems in class time; ensuring that offences are dealt with and recorded in the student's record and that more serious problems are referred in a timely manner; acting as mentor/model for staff in all aspects of student management.

Student conduct in general: taking the lead in oversight of student conduct in the halls, during breaks, on school activities or events.

Cultivating positive relationships: serving as a mediator between students and teachers in instances of miscommunication or mismatched expectations.

MANAGING FINANCES AND RESOURCES

Budget management: preparing annual budgets (by end of September), monitoring budget expenditure and monthly variances in consultation with the Budget Manager.

Teaching resources: ordering texts, software, and other resources for the department with the approval of the Academic Dean; ensuring that texts are current and appropriate to the needs of students and syllabi; ensuring that systems are in place to store, issue and return texts.

Library resources: making recommendations to the school librarian concerning curriculum support materials for the department and for other parts of the collection.

Classrooms and teaching areas: ensuring departmental teaching areas are well-supervised by staff and that furniture, equipment, bulletin boards etc., are regularly updated and of high quality; promoting the work of the department through special displays in halls and other areas; publicly celebrating good work as we see it!