

JOB DESCRIPTION FOR A HEAD OF DEPARTMENT AT THE MARY ERSKINE SCHOOL

(Updated December 2001)

TITLE Principal Teacher of Modern Languages

BASIC FUNCTION

The Principal Teacher is accountable to the Principal, through the Director of Studies, for the management of the [subject] Department in The Mary Erskine School. He/she is required to lead, co-ordinate and allocate the work of the Department and to foster departmental morale. He/she is responsible for the effective management of the teaching and support staff of the Department. He/she participates in the school Appraisal Scheme as line manager of departmental members. He/she is also expected to keep abreast of the latest developments in [subject] teaching and with curricular issues and debate.

ACCOUNTABILITY

The Principal Teacher is accountable to the Principal through the Deputy Head for establishing and administering the departmental budget. He/she is also accountable to the Principal through the Deputy Head for overseeing good maintenance of departmental equipment and for departmental adherence to health and safety procedures. The Principal Teacher is accountable to the Principal through the Director of Studies for his/her key curricular tasks.

AUTHORITY

The Principal Teacher has delegated authority for the day-to-day running of the [subject] Department.

RELATIONSHIPS

The Principal Teacher works closely with the Deputy Head to agree the departmental budget. He/she works closely with the Director of Studies on all curricular matters relating to the department. He/she works closely with the school's Examination Officer on necessary paperwork in relation to public examinations and on presentation of candidates. He/she works with the Staff Development Co-ordinator on matters relating to Appraisal. He/she also co-operates and liaises with teachers at Stewart's Melville College, the Junior School and other educational establishments as appropriate.

KEY TASKS

1. Teaching

The Principal Teacher teaches as required within the [subject] Department and undertakes all the duties outlined in the job description of an unpromoted teacher.

2. Departmental administration

The Principal Teacher discharges responsibility for the formulation, monitoring and revision of courses appropriate to pupils at all stages of the school and of all abilities. He/she is responsible for overseeing the appropriate implementation of whole-school policies within the [subject] Department and for defining [subject] Department policies and strategies, including the setting, monitoring and reviewing of targets. He/she also arranges departmental INSET appropriate to these targets, in conjunction with the Staff Development Co-ordinator. He/she encourages, guides and assesses probationary teachers and students.

The Principal Teacher organises the setting, production and marking of internal examinations. He/she attends to necessary paperwork in relation to public examinations and presentation of [subject] candidates. He/she liaises, in conjunction with the school's Examination Officer, with external assessors and moderators.

The Principal Teacher co-operates and liaises on curricular matters with teachers at Stewart's Melville College, the Junior School and other educational establishments, as appropriate.

3. Meetings

The Principal Teacher attends Heads of Department meetings and plays a full part in the discussion of all matters relating to the academic welfare of the school. He/she also holds and records regular departmental meetings.