

Role Profile

Role	Head of Department - English	School	Oryx International School
Line Management	English department	Reporting To	Assistant Vice Principal - Secondary
Internal and External Interactions	Principals, school staff, students, parents	Hours	40 hours per week

Background and Role Purpose

Educating nearly 2,000 students, Oryx International School delivers the best of British education exclusively to the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The vision of the school is to ensure that students leave Oryx International School equipped, confident, and ready to face the challenges that their next stage of life will bring. Students in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and unique approach to education. For more information, www.oryxschool.qa

Role & Purpose:

As a middle leader within the school, the Head of Department (HOD) English has overall responsibility for the standard of teaching & learning within the English department. The role is Secondary only, incorporating KS3, KS4 and 6th form. The HOD should also be an outstanding teacher and should model best practices.

The Head of Department directly influences the quality of learning and teaching throughout the school. The position is one that requires leadership in relation to curriculum initiatives, the learning and teaching process and co-ordination of a range of classes in the overseeing of Years 7-13. Intrinsic to the role is the provision for the study of English Language and English Literature at KS4 and English in the 6th form. The Head of Department will facilitate student learning within the department in order to enable all students to achieve their fullest potential.

i) Key Accountabilities and Roles

Essential Duties and Responsibilities:

General Operations and Future Development of the Department

- Develop an approach to the operations of the department that includes innovative subject/curriculum area policies, future plans and targets within the context of the School Development Plan, managing a diverse team of colleagues, and being responsible for English resources.
- Develop a strategic plan to develop department provisions to drive improvement across the school in standards, achievement and attainment, inclusive of assessment & examination results.
- Liaise with colleagues responsible for EAL provision as required. Be responsible and liaise with the school librarians.

Teaching and Learning

- Ensure effective teaching and assessment processes within the department. Evaluate the quality of teaching and learning and model best practices, including the monitoring and recording of achievement of all students, and set targets for improvement. Ensure that standards and provisions across all areas of English subjects at KS4 and KS5 are maintained.
- Be responsible for the preparation for all examinations as per school and external examination board requirements and maintain up-to-date awareness of initiatives and requirements with regard to internal and external examinations.

- Oversee delivery of English Language and English Literature across department and support and improve the same.

Leading and managing staff

- This will include mentoring, collaborating and sharing information to ensure that staff motivation is at an optimum level to encourage continuous improvement in the quality of teaching and learning.
- Manage all allocated teaching and support staff, including assisting with recruitment, managing performance, and meeting agreed targets. Advise on staff deployment across all areas of English. Oversee allocation of available teaching rooms to support the delivery of English.
- Create effective teams by inspiring and motivating students and staff. Be a positive role model for other staff and students by taking responsibility for the team's continuous improvement within the school context.

Efficient and effective deployment of staff and resources

- Identify appropriate resources for the department and ensure that they are used efficiently, effectively and safely. Complete orders for books and materials for the department per the school procedure. Supervise the detailed ordering and cataloguing of English resources in conjunction with other colleagues. Liaise with the schoolbook committee to ensure adherence to local Qatari customs and expectations.
- Manage the deployment of departmental staff in order to provide appropriate provision in English KS3, KS4 and KS5.

Strengthening Community

- Work collaboratively at strategic and operational levels with other Heads of Department, parents and students.
- Lead and participate in school-wide projects such as World Book Day, Open Day, Options events and suchlike.

PROFESSIONAL DUTIES AND ROLE ACCOUNTABILITY: The HOD is responsible for:

- Leading and managed the department, including modelling best practices in teaching, implementation of curriculum (Years 7-13), monitoring achievement of students and effectiveness of teachers, dealing with all operational, budgeting and record-keeping requirements and ensuring fair and effective assessment procedures as per school instructions.
- Ensuring continued innovation in teaching methodology. Providing opportunities for enrichment for gifted students and overseeing all out of hours related learning.
- Encouraging the use of ICT in all appropriate areas of learning.
- Attending and contributing to Academic Team meetings on behalf of the faculty.
- Ensuring that all preparations for Examinations are met, including preparing students, ensuring support in the form of interventions and 'clinics' as appropriate, ensuring that candidates are entered for appropriate and correct examination papers as per the Exam Board regulations and that all other logistical information and appropriate resources are made available to the Examinations Officer as required.
- Proofread reports from members of the Department for quality control
- Provide relevant subject information for Parent and Student Handbooks and facilitate any parent information workshops as appropriate.
- Other duties as required by the relevant Line Manager

NB: Although you will assist with the Quality Assurance process, Head of Department are not responsible for the Performance Management of staff within their department - this is the responsibility of the SLT of the school.

ii) General Activities and Requirements

APPOINTMENT:

The Head of Department is appointed as a position of Middle Leadership.

APPRAISAL/REVIEW CONDITIONS FOR RESPONSIBILITY POST

The appointee to this position will be required to undergo a yearly Professional Review with a member of the Senior Leadership Team, including a satisfactory completed Department SER.

VARIABLE DUTIES/HOURS:

The Head of Department participates fully in the total life of the school.

The nature of the position is such that the Head of Department may be required to be available outside “normal” school hours. E.g., Meetings, Training, Options Evenings, etc.

The school will assign you 'leadership lessons' time per 2-week cycle to carry out the duties associated with this role; the actual number will depend upon the school’s needs at the time. You will be expected to contribute some of your own time per week, as required, to carry out the duties of Head of Department effectively.

The post holder is expected to actively contribute towards the ethos and work of the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attendance at staff meetings; involvement in all school events whether during or after the normal school day; providing support and guidance to non-teaching and administrative staff and supporting the school in the wider delivery of its objectives and goals. The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.

iii) Line Manager’s signature

Signature: _____

Date: _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school’s operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____ Date: _____

(Sign over printed name)