

ORCHARD HOUSE SCHOOL

Job description for Head of Department/Subject Coordinator

The HoD/Subject Coordinator has responsibility for:

Documentation

- Review and update school policy and curriculum development plan on staff shared file as necessary having due regard for:
 - The requirements of future prep and senior schools, incl scholarships
 - The National Curriculum requirements
 - The views of the staff where appropriate

Implementation

- Oversee and assist the syllabus at EYPS, KS1 and KS2.

Monitoring

- provision to ensure curriculum delivery is in line with school policy through the observation of lessons
- half termly plans
- the scheme of work
 - record keeping and assessment
 - displays of the subject
 - staff outings or innings relating to subject

Resources

Ensure that all staff are:

- Aware of all the resources available
- Using the resources effectively
- Keeping an inventory

INSETs

- Prepare and deliver training
- Ensure staff have the opportunity to update their skills
- Attend training
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Liaison

- Work closely with the Director of Studies and the headmistress and his/her colleagues. Regular meetings should be held; an agenda should be prepared and short notes of the points raised and agreed should be kept