**Head of Department (Subject / Group of Subjects)**

Heads of Department are expected to work together with the College and School educational leadership to ensure high standards of teaching and learning practice and processes while being guided by Education Officers.

The duties and responsibilities of a Head of Department (Subject/Group of Subjects) shall include the following:

- Performing the duties of Teacher (see Job Description of a Teacher) and Head a Department for a particular subject or group of subjects;
- Actively assisting the Head of School in ensuring the good professional practice, standards, and quality of teaching and learning of subject/s through proper dialogue with the class teachers and, under the direction of the relative Education Officer, promotes a healthy process of reciprocal informal observation of class teaching practices;
- Advising and contributing to curriculum development at school and system level under the direction and guidance of the respective Education Officer;
- Co-ordinating the teaching and learning of the subject/s for which one is responsible;
- Setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes at one’s school as well as in other schools;
- Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subject across schools in the College;
- Ensuring that the maintenance and upkeep of equipment related to the subject at school is regularly carried out;
- Preparing specifications and budgets for the requirements of the subject-specific teaching tools and equipment, including laboratory equipment;
- Mentoring (Appendix 1) other teachers in the subject/level of their speciality;
- Holding and leading regular departmental meetings and ensuring the keeping of minutes;
- Encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.