

JOB DESCRIPTION

MINISTRY:	Education, Human Resource Planning, Vocational Training and National Excellence
DIVISION:	EDUCATION
POSITION TITLE:	HEAD OF DEPARTMENT
SUPERVISOR'S TITLE:	Deputy Principal
SUPERVISION GIVEN:	Teachers in the Particular Group of Subjects
CLASSIFICATION LEVEL:	XI
PAY SCALE:	4-2
EFFECTIVE DATE:	September 1, 2021

SUMMARY

Under the supervision of the Deputy Principal, the Head of Department performs the duties of teacher and Head of Department for a particular subject or group of subjects; supervises senior teachers as well as subject leads; ensures that teachers develop craft knowledge through mentorship and continuous training; supervises the stock of teaching materials, furniture and equipment and other supplies and executes performance management function.

1. **Performs the duties of teacher and Head of Department for a particular subject or group of subjects and coordinates the delivery of classroom instruction and support, by:**
 - (a) delivering classroom instruction on a reduced workload;
 - (b) co-ordinating the teaching and learning of the subject/s for which he/she is responsible;
 - (c) assisting the Deputy Principal and other senior staff in ensuring that good professional practice, standards, quality of teaching and learning of subject/s is maintained through proper dialogue;
 - (d) promoting a healthy process of reciprocal informal observation of class teaching practices;

- (e) providing advice and contributing to curriculum development at the school level;
- (f) providing academic direction to the teachers within the department;
- (g) reviewing termly schemes of work and providing appropriate feedback and support;
- (h) reviewing lesson plans and teacher assessment and providing necessary feedback and support;
- (i) conducting lesson observations with a view to assisting the teachers with effective delivery;

2. Supervises senior teachers as well as subject leads, by:

- (a) reviewing teachers' mark registers to ensure that teachers are adhering to the school's policies on assessment;
- (b) supporting, encouraging and guided by a process of induction and mentoring during periods of probation and any other time when supervisor deem necessary in the interest of officer or employee and of the service;
- (c) reporting to the Deputy Principal orally or in writing on any matter in the department which impairs the teaching/learning process.

3. Ensures that teachers develop craft knowledge through mentorship and continuous training, by:

- (a) ensuring the timely and adequate provision of textbooks, materials and equipment required for effective teaching of the subject/s across the school;
- (b) Setting examination papers, coordinating marking schemes and moderating examinations and assessment processes at the school;
- (c) analyzing student scores within the department and making informed decisions on training or other remedial interventions based on data gathered;
- (d) assisting in the training of new staff as well as other members of staff within the department on areas of need;
- (e) holding regular meetings and ensuring the keeping of minutes;
- (f) preparing specific budgets for the requirements of the subject-specific teaching tools and equipment including laboratory equipment;

(g) submitting Departmental reports on a termly basis.

4. Supervises the stock of teaching materials, furniture and equipment and other supplies, by:

- (a) implementing an efficient stock control system for school supplies, furniture and equipment;
- (b) ensuring the security of supplies, furniture and equipment and recommending record keeping methods;
- (c) reporting loss or damages promptly;
- (d) submitting requisitions for supplies, materials, equipment and furniture (including costs and suppliers) to principal in a timely fashion;
- (e) reviewing teaching materials with assigned staff periodically, and submitting report to principal.

5. Executes the performance management function for the school, by:

- a) providing support in the preparation of school Work Plans;
- b) developing staff work Plans;
- c) conducting employee midterm reviews;
- d) conducting appraisal interview and preparing appraisal report on subordinate staff on an annual basis;
- e) completing and submitting to the relevant officer employees' appraisal reports on a yearly basis;
- f) monitoring the preparation of Employee Assessment and Development Reviews (EADRs) by Supervisor;
- g) resolving conflicts, maintaining discipline and good order among staff.

N.B. THE OFFICER MAY BE CALLED UPON BY THE PRINCIPAL FROM TIME TO TIME TO PERFORM ANY OTHER DUTIES IN KEEPING WITH THIS POSITION NOT IDENTIFIED IN THE JOB DESCRIPTION.

JOB SPECIFICATION

Qualification: Bachelor's Degree in a subject area and post-graduate Diploma in Education or equivalent higher degree or Certificate in Teacher Education or equivalent

Experience: At least five (5) years teaching experience

Competencies: **Action Oriented:** Targets and achieves results, overcomes obstacles, accepts responsibility, establishes standards and responsibilities, creates a result-oriented environment and follows through on actions. **Level 3**

Communications: Communicates well, both verbally and in writing. Effectively conveys and shares information and ideas with others. Listens carefully and understands various viewpoints. Presents ideas clearly and concisely and understands relevant detail in presented information. **Level 4**

Creativity/Innovation: Generates novel ideas and develops or improves existing and new systems that challenge the status quo, takes risks, and encourages innovation. **Level 2**

Critical Judgement: Possesses the ability to define issues and focus on achieving workable solutions. Consistently does the right thing by performing with reliability. **Level 2**

Customer Orientation: Listens to customers, builds customer confidence, increases customer satisfaction, ensures commitments are met, sets appropriate customer expectations and responds to customer needs. **Level 3**

Interpersonal Skills: Effectively and productively engages with others and establishes trust, credibility and confidence with others. **Level 3**

Leadership: Motivates, empowers, inspires. Collaborates with and encourages others. Develops a culture where employees feel ownership in what they do and continually improve the business. Builds consensus when appropriate. Focuses team members on common goals. **Level 3**

Teamwork: Knows when and how to attract, develop, reward and utilise teams to optimise results. Acts to build trust, inspire enthusiasm, encourage others and help resolve conflicts and develops consensus in creating high performance teams. **Level 3**

Technical/Functional Expertise: Demonstrates strong technical/ functional proficiencies and knowledge in areas of expertise. Shows knowledge of organisational business and demonstrates proficiency in the strategic and financial processes. **Level 4**

Knowledge:

Knowledge of Public Service Act;

Knowledge of Public Service Rules and Regulations; Knowledge of Financial Rules and Regulations;

Knowledge of Education Act and Regulations;

Knowledge of factors influencing learning and teaching; Knowledge of the performance management system as it relates to the Public Service;

Skills:

Skilled in training and development;

Coaching skills;

Mentoring skills;

Report writing skills;
Research skills;
Coordinating and organizing skills;
Planning skills;
Supervision skills;
Records management skills;
Accounting skills;

Contacts: Principal and other members of staff, Ministry of Education officials, Senior Education Officer, students, parents and the general public

Working Conditions: Work is performed in a school.

N.B.: THE OFFICER IS EXPECTED TO MAINTAIN HIGH LEVELS OF CONFIDENTIALITY.

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SUPERVISOR

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DATE

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EMPLOYEE

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DATE