



## **ST MARY'S SCHOOL, GERRARDS CROSS**

### **JOB DESCRIPTON: HEAD OF DEPARTMENT / FOOD AND NUTRITION**

The successful candidate will have the opportunity to lead this popular department. All girls study Food and Nutrition and Textiles in Key Stage 3. Food Preparation and Nutrition is a popular option choice at GCSE and in the Sixth Form, girls follow the WJEC Level 3 Diploma in Food Science and Nutrition. The ability to teach textiles would be an advantage. The subject sits within the Expressive Arts Faculty, encompassing Art, Drama Food and Nutrition, Textiles and Music, which is extremely well supported by the School and Governors.

There is currently one full time and one part time teacher, well supported by a technician. The department has one well resourced, specialist Food room and one Textiles room. Some of the Textiles teaching also takes place within the Art Department.

The appointment of a new Head of Food and Nutrition is an opportunity for an enthusiastic, able graduate to lead this department into the next stage of its development. The successful candidate will have the ability to self-manage, shape and promote this successful subject area around the ongoing and exciting changes to the curriculum. She/he should have stamina, good humour and demonstrate strong organisational skills. Good ICT skills are essential and candidates should be aware that technology is used to enhance learning throughout the curriculum. Staff play a crucial part in the marketing of the school and attend all Open events, as well as our annual evening Carol Service and Saturday morning Prize Giving in July. Staff participation in the co-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.

#### **1. ACADEMIC LEADERSHIP**

- To set and to maintain the quality and standards of work within the department, and to establish its aims and objectives
- To draw up and implement an annual development plan which supports and complements the whole school improvement plan
- To teach to the highest standard, aiming to be the foremost exponent of the teaching of the subject within the department
- To keep abreast of new techniques and concepts in the subject
- To ensure that the correct procedures are adopted and maintained by all who work in the department, noting the requirements of the school's Health & Safety, Learning & Teaching, and Marking policies

## 2. ADMINISTRATION

- To provide for each year group, appropriate programmes of study based on the published specifications and to ensure that they are followed appropriately.
- To provide appropriate resources for the department:
  - by liaising with the Bursar over funding
  - by cataloguing and integrating worksheets, articles, test materials in the schemes of work
- To review programmes of study and schemes of work.
- To assess, record and report on the development, progress and attainment of pupils in accordance with the School's policy, in order to ensure pupils fulfil their potential.
- To communicate information to parents via written reports and parents evenings.
- To provide written information for UCAS and other similar forms when required.
- To arrange staffing and rooming of the department's timetable in consultation with the Assistant Head.
- To oversee the setting of internal examinations and topic tests meeting deadlines set by the Assistant Head.
- To liaise with the Examination Officer in the entering of candidates for external examinations.
- To analyse the results of external examinations and develop strategies for improvement
- To ensure that the departmental Handbook is thorough and up to date.
- To take responsibility for the annual department budget, ensuring that expenditure stays within the limits of the budget.
- To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary.
- To attend regular Faculty meetings in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice.

## 3. PASTORAL SYSTEM

- To act as a Form Tutor if required and to carry out the duties associated with the role
- To contribute to PSHCEE and Enterprise as required
- To ensure the Behaviour Policy is implemented in the department so that effective learning can take place