

## **Job Description of Heads of Faculty and Subject Co-ordinators**

Heads of Faculty and Subject Coordinators at Dhirubhai Ambani International School are academic leadership positions. Their primary role is to serve as lead teachers and group facilitators for colleagues in specified academic areas. Heads of Faculty and Subject Coordinators will work with individual teachers and teacher teams, to improve the overall quality of curriculum, pedagogy, resources and assessment in the subject area. The focus is to ensure that all students achieve their potential in the given academic area. They will also serve as liaisons between the ICSE, IGCSE and IBD coordinators and teachers, and will provide requested advice to the Heads, on matters pertaining to their specific academic areas. Heads of Faculty and Subject Coordinators will normally report to the Head responsible for their curricular area; but will also interact directly with the Section Head on any matters pertaining to school curriculum, instruction or assessment.

As lead teachers, Heads of Faculty and Subject Coordinators are expected to demonstrate a high level of mastery, of both the content and pedagogy, specific to their areas. They should be aware of research and new developments in the field and should personally experiment with new teaching methods, evaluate the effectiveness of the new methods and share the results with colleagues. Since Heads of Faculty and Subject Coordinators must work effectively with colleagues and administration, they are expected to demonstrate a high level of interpersonal skills in all interactions. Good communication skills, both oral and written, are also important.

Specific duties and responsibilities of the Head of Faculty / Subject Coordinator will include, but will not be limited to the following:

### **Curriculum and Instruction:**

1. Working with the teaching team in her / his area, to set clear objectives for the Department, that are aligned with the school's vision and objectives. Set specific departmental strategies for achieving these objectives and monitor the Department's progress in implementing strategies and meeting their objectives;
2. Working with teachers in the Department to identify, review, select and update teaching material, including textbooks, and to recommend purchases for the Learning Centre. Recommendations should be based on teacher experience as well as current research;
3. Working with teachers to make appropriate changes in their Schemes of Work, based on the current board curriculum requirements and the teachers' classroom experiences. Schemes of Work should be analysed annually, towards the end of the academic year, to determine the need for changes. Revised copies of the Schemes of Work should be posted on the Intranet and given to teachers and Heads, prior to the beginning of the new academic year;
4. Working with teachers and Heads to ensure the quality, consistency and accuracy of question papers, marking, grading and reporting. This includes providing assistance as needed in the following areas:
  - a) Checking question papers set by teachers, for alignment with board examinations and schemes of work, as well as quality of questions;
  - b) Ensuring that an agreed mark scheme for each examination paper is prepared and checked, prior to the final printing of the question papers;
  - c) Checking departmental grade cards and reports for accuracy and language;
  - d) Supervising moderation of examinations, coursework and Internal Assessment marking;
  - e) Leading the analysis of school and board assessment results, to improve student learning and the delivery of the curriculum;
  - f) Ensuring remedial measures for students who are underachieving;
  - g) Enforcing agreed school deadlines;
  - h) Coordinating with the Learning Support team to ensure that the individual learning needs of identified students in need of support are met by the departmental team;

- i) Coordinating with the Librarians to ensure that students receive training in research skills, appropriate to the subject area;
- j) Coordinating with the ICT Manager to ensure that colleagues receive appropriate training and support in the use of hardware and software required for their teaching and administrative work;
5. Working with teachers to ensure that there is a strong vertical alignment of both curricula and assessments, across Classes V to XII. This includes defining what students need to know, and will be able to do by the end of each grade span, (e.g. 5-7, 8-10) and identifying and correcting gaps and redundancies in curriculum and instruction;
6. Facilitating professional growth, by arranging meetings and workshops for teachers in the Department, when appropriate;
7. Assisting individual teachers in improving their instruction by observing lessons, providing feedback on lesson strengths and making suggestions for ways to improve the lesson. Observations and feedback should be conducted in a non-evaluative supportive manner, which will enable professional growth of the teacher.

**Finance and Administration:**

1. Consulting with teachers in the Department to determine budgetary needs for:
  - (a) Consumables (chemicals, maps, exercise books, etc.)
  - (b) Non-consumables (textbooks, teaching aids, equipment, etc.); preparing a departmental budget request and submitting the budget request to the Head;
2. Once a budget is approved, monitoring expenditure to ensure that they are within the approved budget;
3. Organising and distributing consumable and non-consumable materials purchased for the Department;
4. Coordinating the distribution and collection of textbooks within the Department, monitoring the number and condition of textbooks, sending books for rebinding, as needed, and determining the need for additional copies of textbooks;
5. Ensuring the security and maintenance of departmental equipment;
6. Coordinating the preparation, printing, organisation and security of school examination papers;
7. Preparing a first line assessment of staffing needs for the department and submitting such to the appropriate Head / Deputy Head;
8. Participating in interviewing and selecting new staff for the department and in selecting appropriate mentors for new colleagues;
9. Submitting an end-of-year report to the Heads, detailing progress and accomplishments of the Department.