



## JOB DESCRIPTION: Head of Department - Lower Primary

### PURPOSE:

Chengelo's stated purpose is to:

*"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond."*

The Head of Department is responsible for the leadership and strategic development of the Lower Primary Department, ensuring the provision of world-class education, fostering a collaborative and professional culture among staff, and upholding a strong commitment to spiritual, character, and leadership development.

### ACCOUNTABLE TO:

The Head of Department is accountable to the Head of Primary in all matters relating to academic progress, operational functioning, and safeguarding within the department.

### WORKING RELATIONSHIPS:

- The Head of Department will work closely with the Upper Primary HOD and Head of Primary Hostel in supporting the Head of Primary to deliver academic, pastoral, spiritual, and co-curricular programmes.
- The Lower Primary Head of Department line manages all teachers from Pre-school to Grade 4.
- The Head of Department is a member of the School Management Team (SMT).

## 1. TEACHING AND LEARNING

- Teach a Lower Primary class and maintain a full teaching timetable.
- To plan and teach high-quality lessons at all times – leading by example
- Lead the development and implementation of policies, schemes of work, and teaching practices across the department.
- Plan and teach high-quality lessons and lead by example across all year groups and ability ranges.
- Promote and monitor the effective use of ICT to enhance teaching, learning, and administration.
- Guide the teaching, learning, and assessment practices of the department through regular observations, work sampling, planning reviews, and informal drop-ins.
- Monitor bi-weekly planning and ensure curriculum coverage and progression.
- Provide timely and appropriate support for students with SEN in liaison with the Learning Support Department and ensure that staff engage with IEPs.



- Promote intervention strategies for learners across the department to enhance achievement.
- Ensure regular homework is set and that marking is formative, reflective, and aligned with the school's marking and assessment policies.
- Ensure that classroom displays are purposeful, attractive and exemplary and include pupil targets, learning objectives.
- Support the organisation and promotion of department-related events that enhance learning.

## **2. STAFF LEADERSHIP & DEVELOPMENT**

- Lead, mentor, and appraise staff within the department, promoting a culture of excellence and shared responsibility.
- Induct and support new teachers to ensure smooth integration and consistent practice.
- Delegate departmental duties, including weekly and weekend duties
- Lead INSET and CPD sessions that reflect current curriculum trends and promote professional growth.
- Provide and encourage professional development opportunities for department members.
- Stay abreast of local and international best practices, incorporating them into teaching and curriculum development.
- Hold regular department meetings, keep accurate minutes, and communicate effectively with the Head of Primary and colleagues.
- Empower staff to take initiative, build leadership capacity, and cultivate a collaborative team environment.

## **3. CURRICULUM & INSTRUCTIONAL LEADERSHIP**

- Oversee the planning and review of curriculum and schemes of work in alignment with Cambridge Primary and Zambian Curriculum expectations.
- Ensure high standards of teaching, learning, and students' progress across the department.
- Track and analyse pupil attainment data to identify areas of concern and implement targeted interventions.
- Ensure regular review cycles for curriculum content, pedagogy, and departmental practices.
- Liaise with curriculum advisers, external consultants, and local education authorities where appropriate.
- Lead the departmental self-review and reporting cycle every two years and contribute to governor reports.

## **4. STUDENT PROGRESS & WELLBEING**

- Monitor and evaluate academic progress of all pupils, including more able and those with additional needs.
- Support and promote inclusive practices for students with SEN or language needs.
- Ensure effective communication with parents on pupil progress, behaviour, and achievement.
- Foster a safe, calm, and supportive environment where students are known, valued, and encouraged.

- Uphold the school's behaviour policy and take responsibility for discipline matters within the department.
- Celebrate student achievement regularly and consistently implement the school's reward systems.

## **5. PASTORAL CARE, SPIRITUAL GROWTH, AND ENRICHMENT**

- Contribute actively to the spiritual life of the school, including devotions and school events.
- Support the holistic development of students, including pastoral, emotional, and social needs.
- Assist in planning and supporting whole-school events such as calendar days, plays, trips, and outreach programmes.

## **6. RESOURCES AND INFRASTRUCTURE**

- Prepare and manage the annual department budget, ensuring effective and timely procurement of resources.
- Oversee the organisation, care, and security of departmental materials and equipment.
- Conduct annual departmental stock takes
- Manage both local and UK ordering processes
- Ensure that classrooms and shared spaces are well maintained and support learning.

## **7. REPORTING, COMMUNICATION & EXTERNAL RELATIONS**

- Coordinate the report-writing process and ensure reports are timely, accurate, and reflect student learning.
- Maintain departmental records, files, and data on the school management systems.
- Be available during opening and closing terms to meet with parents regarding academic matters.
- Represent the department at school-wide meetings, events, and community engagements.
- Ensure work is provided in the event of staff absence.
- Provide departmental updates for inclusion in the Head of Primary's report to the Board of Governors.
- Monitor teacher-parent communication on official school WhatsApp groups, serve as group administrator, and ensure adherence to the school's communication policy.
- Proof read and approve all official communication between class teachers and parents for events, camps, parent-teacher meetings etc.

## **8. GENERAL RESPONSIBILITIES**

- Promote safeguarding and ensure that all staff adhere to the school's child protection policies.
- Uphold and model the Christian values and ethos of Chengelo School in all interactions.
- Perform other reasonable duties as requested by the Head of Primary or Principal.