

## **Job Description: Head of Department (HOD) - English (CBSE Middle and Secondary Stages)**

The Head of the English Department will lead, manage, and oversee the delivery of the English curriculum for the middle (Classes 6-8) and secondary (Classes 9-10) stages as per CBSE guidelines. This role involves curriculum planning, teacher mentoring, academic monitoring, and fostering a culture of excellence in English language and literature.

### **Key Responsibilities**

#### **1. Leadership and Management**

- Provide academic leadership to the English department, ensuring effective curriculum delivery and adherence to CBSE standards.
- Supervise and mentor English teachers to improve their teaching methodologies and classroom performance.
- Coordinate departmental meetings and foster collaboration among team members.

#### **2. Curriculum Planning and Implementation**

- Design, review, and update lesson plans and schemes of work in alignment with CBSE guidelines.
- Ensure the integration of language skills (listening, speaking, reading, writing) and literary appreciation in the curriculum.

#### **3. Assessment and Evaluation**

- Oversee the preparation of question papers, assignments, and grading systems for middle and secondary classes.
- Monitor the implementation of formative and summative assessments to ensure student progress.

#### **4. Professional Development**

- Organize and conduct training sessions, workshops, and seminars for the department to enhance teaching practices.
- Stay updated with new CBSE guidelines, teaching strategies, and trends in English education, and disseminate the information to the team.

#### **5. Academic Monitoring**

- Evaluate teachers' lesson plans, teaching methods, and classroom performance.
- Analyze student performance data and provide actionable feedback to improve learning outcomes.

#### **6. Resource Management**

- Manage departmental resources, including books, teaching aids, and digital tools, ensuring their effective utilization.
- Recommend new resources to enhance teaching and learning experiences.

#### **7. Extracurricular Activities**

- Coordinate language-based activities like debates, elocution, creative writing, and drama competitions.
- Organize literary events and celebrations (e.g., Book Week, Shakespeare Day) to foster a love for English.

#### **8. Communication and Collaboration**

- Liaise with school leadership, parents, and other departments to align departmental goals with the institution's objectives.
- Address concerns and queries from parents regarding curriculum and student performance.

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