**Job Description**

**Head of Humanities (History)**

**Main Purpose**

We are looking for a fully-qualified, inspirational and highly motivated Head of Humanities who will also deliver the History curriculum willing to join our established and respected International school in Mallorca. The post will specialise in Key Stage 3 to 5 and deliver the Edexcel International iGCSE and A Level.

The role of the Head of Humanities is to develop the department throughout the school and to ensure that each pupil is encouraged to reach their full potential. The Head of Humanities is responsible for ensuring that subjects are effectively delivered and that staff and resources are well-managed. It is important that the Head of Humanities recognises their responsibility to keep up-to-date with developments in the department and in other areas of education related to their role.

**Regular Activities**

* To use excellent subject knowledge to plan and teach the curriculum to an international student population;
* To plan and deliver well informed and engaging lessons according to the BIC Teaching and Learning Framework;
* To plan differentiated lessons which match the full range of learners’ needs;
* To use technology to support exciting teaching, the development of skills, and homework provision
* To manage the learning of students in a secure and friendly environment in which they can thrive;
* To use regular, thorough and accurate assessment following BIC Policies;
* To mark work and set targets, in line with the BIC Policies, which inform learners how to improve and therefore contribute to student progress;
* To provide accurate data on the progress of students taught and use this to monitor and evidence student progress;
* To be responsible for the health and safety of students who are in your care;
* To ensure the wellbeing of all students is safeguarded;
* To fulfil the role of Form Tutoras applicable;
* To demonstrate professional characteristics at all times with all stakeholders, colleagues, students and parents.
* To contribute to the school’ continuous improvement.
* To attend meetings and professional development and professional development activities as required.

**Responsibilities**

* To provide strong leadership, sensitively guiding and advising other members of staff within the department and acting as a model of good practice;
* To ensure that teaching within the department is of an outstanding standard and to seek to improve the effectiveness of teaching within the department;
* To support members of the department in dealing with any behavioural and homework issues;
* To ensure good communication with and between members of the department;
* To effectively delegate responsibilities and tasks within the department;
* To complete the CPD review process with each member of the department annually;
* To ensure that appropriate cover work has been set when a member of the department is absent;
* To support the professional development of members of the department, including the induction of new members of the department;
* To liaise with member of staff in other departments to ensure effective development of pupils’ literacy, numeracy and ICT skills through the subject;

**Teaching and Learning**

* To ensure that all pupils are able to learn effectively;
* To be responsible for the monitoring of pupils’ progress and performance in the subject, using data as appropriate;
* To organise intervention strategies to enhance attainment, at all levels;
* To be responsible for ensuring that pupils receive effective subject mentoring;
* To carry out regular scrutiny of pupils’ work as a means of monitoring the quality of teaching and learning with the department;
* To analyse the performance of pupils on internal and external examinations by completing the required documentation and to use this analysis as a tool for departmental development;
* To offer a range of enrichment activities to pupils to promote the subject and foster an enthusiasm for its learning.

**Curriculum**

* To develop the curriculum in response to the needs of the pupils, changes to the National Curriculum and changes to examination specifications;
* To ensure smooth transitions between Key Stages in the subject, including the transition from Primary School to Secondary School;
* To regularly review Schemes of Work and course outlines;

**Resources**

* To manage the departmental budget;
* To regularly review the suitability of departmental resources, including textbooks, equipment and online resources and to order new resources as required;
* To keep good stock records and clear financial accounts;
* To ensure that the rooms used for the teaching of the subject are kept tidy, safe and that they present a stimulating environment.

This job description will be updated on a regular basis in consultation with the post holder.

***The above information is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in the job description.***