**Job Description – Head of Humanities Faculty with GCSE History Specialism**

In addition to the responsibilities of class teacher as set out the Classroom Teachers Job Description *(taken from the school teachers’ pay and conditions document)* you will also undertake the following duties and responsibilities.

To provide outstanding faculty leadership for Humanities Faculty and ensure that it is appropriately and effectively monitored and delivered.

**Responsible to:** SLT Line Manager **Responsible for:** All staff in faculty

**Accountabilities:**

**Achievement of pupils**

**Standards of Student Performance** - To be accountable for the achievement and progress of all students within your faculty area to ensure high outcomes are achieved. To be responsible for the monitoring of accurate targets, assessment, recording and reporting of student achievement within faculty areas and monitor/evaluate pupil performance data.

* Be accountable for the progress of students within the designated responsibility area.
* Regularly review the progress of all key stages, subject areas and identified groups within the designated responsibility area following the analysis from TLR post holders.
* Where differences in key stages, subject areas and identified groups are found, work with other TLR post holders and LT to identify successful strategies for improvement.
* Set challenging targets for all students through the effective development of high expectations with teaching staff.

**Quality of Teaching and Learning**

**Standards of Teaching and Learning** – To be accountable for the quality of Teaching & Learning with your Faculty area. To be accountable for the production of long, medium and weekly planning together with the production of an annual subject development plan which enables full delivery of the National Curriculum. To be accountable for the planning and delivery of GCSE and other accredited courses under your jurisdiction in relation to your identified subject/s area to all year groups ensuring delivery meets the academic and social needs of students.

* Regularly monitor the effectiveness of the teaching and marking within the designated responsibility area using learning walks and lesson observations as defined by the faculty / house quality assurance calendar.
* Use the performance management process effectively to develop teaching with the teachers with whom the responsibility area line manages.
* Use strengths of individual staff to support other staff within the designated responsibility area identified as requiring development.
* Act as a coach / mentor for staff for whom the role line manages.
* Provide effective feedback to staff as a result of monitoring helping them to identify areas for development.
* Provide challenging targets for and develop milestones for completion of targets with individual staff.

**Behaviour and Safety of Pupils**

**Rewards, Behaviour & Safety** – To be accountable for Rewards, Behaviour & safety of students within your Faculty area

* Regularly review the responsibility behaviour data and identify trends in groups and times of the day.
* Where behaviour problems are identified, develop and implement support strategies. These could include: whole faculty / house training, individual teacher training, support for specific classes (through rearranging in class support and discussion with student support), reviewing group mixes and altering groups where possible.
* Review punctuality and attendance to classes.
* Ensure that all teaching staff within the designated responsibility area follow school procedures relating to behaviour and achievement.
* Develop the learning environment within the designated responsibility area to ensure high quality display supporting effective behaviour and promoting engagement and enthusiasm.

**Quality of Leadership and Management**

**Leadership** – To be accountable for and provide professional leadership for colleagues delivering aspects of your designated subject and to provide subject information, planning and monitoring information to designated to support your faculty visions. To administer your departmental budget in line with school agreed priorities.

* Devise medium and long term plans for the development of the defined area of responsibility which supports the areas defined on the school improvement plan.
* Use a wide range of communication strategies to share the vision as defined by the medium and long term plans with the teaching staff under the defined responsibility area.
* Create and implement a quality assurance calendar to regularly review the progress of students and teaching within the defined responsibility area in line with the school QA schedule.
* Set regular review meetings with staff in relation to progress through the performance management cycle.
* Set high expectations of staff and students within the defined area of responsibility.
* Completes rigour regular self-evaluation to underpin actions and plans that are focussed accurately on areas requiring improvement.
* Develop leadership within the defined area of responsibility by distributing responsibilities to staff with TLR, UPS, Main Scale and NQT.
* Motivate and inspire staff under area of responsibility and beyond to develop the responsibility area as defined by the vision.

Work Scrutiny

Meetings / briefings

Corridor conversations

Display / website

Email / letters

Performance management

Lead by example

School Improvement Plan

Faculty Data

National Data

Setting expectations

Vision

Implementation

Tracking / monitoring

Communication

Review / reflection

Data Entry

Student voice

Learning Walks

Lesson Obs

Work Scrutiny

Research

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.