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**JOB DESCRIPTION**

**Post Title:** Head of Humanities

**Reporting to:** Assistant Headteacher /Headteacher

**Salary:** Main/Upper + TLR2C

**Contract:** Full Time, Permanent

**Areas of Responsibility and Key Tasks:** The post holder is required to carry out the duties of a school teacher as set out in the *School Teachers’ Pay and Conditions Documen*t and the school’s own policy.

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| **Core Purpose** |
| In addition, as a TLR2C postholder you will:   * have an impact on educational progress beyond their assigned pupils * lead, manage and develop a subject curriculum area and/or to lead and manage pupil development across the curriculum * lead, develop and enhance the practice of other staff and effective use of resources * actively participate in whole school self-evaluation and school improvement planning * be responsible for promoting and safeguarding the welfare of children and young people within the school * have line/performance management responsibility for a significant number of staff |
| **Leadership and Management** |
| * Contribute to the implementation, evaluation and success of the school vision and improvement plan * Lead and manage the faculty/achievement area through example across the school * Act as role model of good classroom practice, modelling effective strategies * Develop, implement and evaluate the success of the department improvement plan and in line with school priorities * Manage the department curriculum, deploying staff, rooms and resources to meet the needs of pupils including the management of pupils grouping arrangements * Develop, monitor and review the provision in your area in terms of:   + breadth and balance   + pupil progress through the analysis of performance data, ensuring the use of this information for planning and target setting across your faculty/achievement area;   + continuity in that records are completed and passed on and that policies are implemented   + identifying appropriate attainment and/or achievement year group targets and personalised learning goals for pupils   + quality of learning and teaching and responsibility for improved pupil outcomes including lesson observations * Identify group and individual training needs and provide support for colleagues in your area responsibility * Ensure relevant attainment and achievement targets are met * Take a lead in securing and embedding within your area/team, the pastoral and behavioural support systems present in the school * Ensure the effective management of the transition of pupils to and from each key stage and within it * Be responsible for the school in the absence of the headteacher, deputy (and assistant headteachers) with the other TLR holders * To be responsible for promoting and safeguarding the welfare of children and young people within the school |
| **Curriculum Responsibility** |
| * Lead and develop your subject throughout the school and co-ordinate the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice * Monitor, review and evaluate your subject to ensure that it is being effectively delivered throughout the school * Develop and maintain a whole school approach to your subject and its recording and assessment including the use of tests, to ensure equal access for all pupils * Provide the headteacher and/or other relevant staff with relevant subject, curriculum area or pupil performance information * Ensure that appropriate work is set for absent colleagues |
| **Administrative Tasks** |
| * Plan, manage, monitor and account for any budget for your subject/phase * Organise and monitor the use of resources of your subject responsibility area * Be responsible for the organisation, planning and evaluation for your area * Be responsible for the organisation of all assessment tasks and tests within your area |
| **Staff Management and Development** |
| * Act as a performance management reviewer for identified staff * Ensure that performance management arrangements are effectively discharged by other team leaders in your area and effectiveness/impact is monitored * Identify, lead and organise training opportunities as appropriate for your subject and manage areas to promote a whole school approach * Act as a mentor or consultant to colleagues and encourage collaboration, co-operation and teamwork * Keep abreast of current developments in your area and disseminate information as appropriate * Be accountable to the headteacher for all delegated curriculum and management tasks |

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.