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| Job Title: Head of Humanities | Salary: TLR 1.2 |

Position Overview

1. Responsible to: Senior Leadership line manager
2. Subject Teacher
3. Key purposes:
   1. To carry out the professional duties of a teacher as described in the most recent School Teachers’ Pay and Conditions Document.
   2. To provide the leadership and management of Humanities.
   3. To lead the development of Humanities
4. Key responsibilities:

**Leadership and Management:**

* Actively uphold and promote and vision and values of the school in all aspects of leadership
* Be an outstanding role model for the Humanities in terms of the planning, teaching and assessment of lessons.
* Actively seek the leadership talent within Humanities team and actively develop the leadership capacity of these individuals
* Develop a culture of reflection and self-evaluation so that your subject leaders and their teams are proactive in their professional learning and practice
* Appraise the performance of up to four members of the Humanities team
* Line manage the heads of department within Humanities
* Ensure subject leaders and their teams are:
  + effectively using directed time to improve the quality of teaching, learning and assessment so that student outcomes improve
  + Pro-actively providing guidance and support for non-specialists teaching KS3 and KS4 Geography / History / Ethics / Citizenship courses
  + proactively liaising with Teaching Assistants regarding planning and resourcing lessons they are covering
  + actively promoting positive learning behaviours in their classroom
  + Evaluating the departmental policies and updating them as necessary to improve the impact upon student outcomes
* In conjunction with others, mentor PGCE students, GTTP students and NQTs.
* Lead up the line management structure and be proactive in regard to whole school priorities and developments

**Curriculum Development:**

To quality assure that all subject leaders in Humanities and teams:

* Ensure schemes of learning adhere to the principles of the Teaching and Learning Policy, including taking opportunities to develop whole school foci such as SMSC, British Values and CEIAG
* Ensure a collaborative approach to developing schemes of learning
* Establish lead planners, who have oversight, for each scheme of learning
* Ensure the schemes of learning are prepared in full for
  + AS/A2 level Geography / History / Ethics / Politics / Citizenship
  + GCSE Geography / History / Ethics / Politics / Citizenship
  + Geography / History / Ethics GCSE Foundation programme
* Ensure that revision materials/past papers/mark schemes are available in a timely fashion for staff/students teaching/studying exam courses
* Ensure the team actively promotes future studies in Geography / History / Ethics / Politics / Citizenship. in lessons, at Open and Options and Parents evenings
* Ensure that curriculum information is updated in a timely manner and shared with all stakeholders through the website and school brochures for Open, Options and Parents Evenings

**Assessment for and of learning:**

To quality assure that all subject leaders in Humanities and their teams:

* Ensure that AoL and AfL are integrated into schemes of learning and the timing of which enables accurate summative data to be reported upon both internally and externally
* Ensure that all assessments for externally examined course (GCE/GCSE etc) are moderated
* Ensure that all KS3 students are assessed against the relevant attainment targets by providing end of unit tests, mark schemes and levelling guidance
* Ensure there is an departmental internal tracking system to record end of unit assessments and staff have their own records of formative assessment
* Ensure staff are promote AfL ensuring that students are receiving concise guidance on how to improve their learning
* Ensure staff use their AoL and AfL to inform their teaching to meet the needs of all students in each group

**Monitoring:**

To quality assure that all subject leaders in Humanities and their teams:

* Use internal and external data cycles to establish a monitoring and evaluation cycles, including Walk Throughs, Work Scrutiny and Student Learning Views
* Utilise student performance data to inform the focus of the monitoring and evaluation
* Monitor the performance of students studying GCSE Geography / History / Ethics / Citizenship and GCE Geography / History / Ethics / Politics to intervening as necessary to support student attainment

**Quality Assurance:**

To quality assure that all subject leaders in Humanities and their teams:

* Review and evaluate the quality of Geography / History / Ethics / Politics / Citizenship lesson planning, including the use of assessment to inform planning and deliver of learning so that it meets the needs of all students in each class
* Review and evaluate the quality of feedback following assessment and impact of this upon progress
* Review and evaluate the quality of the curriculum and evaluate the contribution the curriculum makes to the achievement of students
* Undertake ‘paired’ aspects of the monitoring and evaluation cycle with the SLT link and with members of the team
* Assess the consistency of the monitoring and evaluation process within the department and make necessary recommendations to improve this

**Evaluation:**

To quality assure that all subject leaders in Humanities and their teams:

* On a regular basis, review the success or otherwise of Geography / History / Ethics / Politics / Citizenship specific programmes of study, teaching, learning and assessment and make the necessary adjustments to courses running the next academic year in light conclusions reached

To undertake any other such duties deemed appropriate for this job role and TLR.

Requirements

Essential

Qualifications:

* Good honours degree and teaching qualification
* Excellent teaching record
* An understanding of the role of Head of Humanities in improving student outcomes
* An excellent understanding of evaluating data to ensure student progress

An excellent knowledge of management strategies and experience of their successful implementation

Skills, knowledge and aptitudes

* Excellent leadership skills.
* Potential to develop the leadership skills of others
* Highly effective communication skills; listening, speaking and writing
* Highly effective time and task management skills
* Data analysis skills and ability to communicates themes effectively
* Experience of the full range of ability students including able students
* Sound ICT skills used for tracking student progress, monitoring systems and ensuring good use of resources
* Experience of improving the quality of teaching, learning and assessment of colleagues

**Vision and Ambition**

* Vision for developing the Humanities Faculty in the future
* Commitment and vision for Humanities Faculty being a central part of all the schools working practices
* Commitment to create a sense of community belonging and inclusion in all respects for students
* Commitment to enabling all students to achieve their potential
* Ability to support, motivate and inspire
* Commitment to comprehensive education

**Desirable**

* Recent relevant professional development
* Experience of a promoted post
* Experience of dealing with student issues related to Humanities and working with pastoral teams
* Staff Leadership sills
* Use of these skills to coordinate a team of staff
* Proven track record in using data to target intervention work
* Post 16 experience
* Familiarity with SISRA / 4 Matrix
* Ability to demonstrate the development of a whole school approach that has engaged and inspired staff
* Demonstrated track record in enabling students to become more independent and resilient
* At least 4 years’ qualified teaching experience