



Job Description

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job Title: Head of Humanities (Ideally History Specialist)	Salary Range: TLR 1A
Accountable to: Headteacher	Working Hours: Full Time
Contract: Permanent, Term-Time	Start Date: January 2019

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job purpose: As Head of Science, you will be joining an Academy Trust team whose sole aim is to ensure that all students achieve their very best. Please view the Academy website to learn more about the school.

Lead a team of teachers in developing a purposeful learning environment to ensure student progress. As Head of Science, you will ensure access to and the delivery of a balanced curriculum for all students taught in the Science department.

The role will include:

- Leading a team of enthusiastic Teachers
- Maximising the progress of individual students
- Taking responsibility for the management of assessment and reporting
- Leading curriculum development and Teaching & Learning within the department including the development of an appropriate syllabus, resources, schemes of work and marking policies.
- Encouraging high standards of work, behaviour and dress in students

Main responsibilities

Duties & Responsibilities

General responsibilities will be:

- Maximising the progress of individual students.
- Taking responsibility for the management of assessment and reporting of Science.
- Leading curriculum development and Teaching & Learning within the Science department including the development of appropriate syllabus, resources, schemes of work and marking policies.

- Leading the professional development of a team of teachers, including their performance management.
- To undertake appropriate professional development including adhering to the principal of performance management.
- Maintenance of appropriate records providing relevant and up to date tracking data of students.
- Encouraging high standards of work, behaviour and dress in students.

Specifically;

- Ensuring departmental staff keep accurate and easily accessible records for each student.
- Monitoring the progress of all students of all abilities and initiating action as appropriate to meet individual needs.
- Collating information and analysing student performance.
- Liaising with SENCO on behalf of students experiencing learning difficulties.
- Managing departmental capitation efficiently within the Academy Trust financial regulations, with spending prioritised through the management plan.
- Assessing and advising upon the resource needs of your curriculum area, including staffing, books, materials, equipment and accommodation.
- Responsibility for maintaining, updating and reviewing departmental schemes of work/staff handbooks.
- Development of newly qualified staff, graduate trainees and unqualified members of your team.
- Responsibility for preparing students for external and internal examinations, providing appropriate resources, making external examination entries, meeting coursework requirements and making appeals, where appropriate.
- Responsibility for the development of a technological breadth of the curriculum, including appropriate industry/business links and ensuring that the department meets all relevant Academy Trust targets.
- Producing reports for the Headteacher and/or Executive team on curricular/assessment/financial issues relating to the curriculum area, as required.
- Accompany staff and students on educational visits, trips and offsite activities as required and take responsibility for a group under the direction of the organiser.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- To ensure all tasks are carried out with the due regard to Health & Safety
- Any other duties as deemed necessary by the Headteacher and Executive Headteacher to ensure smooth running of the Academy Trust.



Quality Assurance

- To help implement the Academy Trust quality procedures and adhere to them.
- To lead the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy Trust procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy Trust.

Skills & Abilities

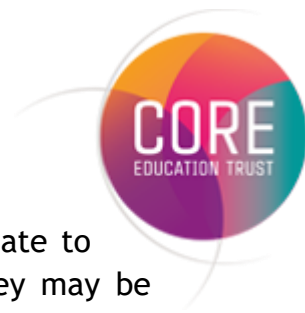
- The ability to establish and maintain outstanding relationships with other staff, students and their parents.
- Being prepared to contribute to the Academy Trust vision which will inform and develop the Academy Trust policy.
- Manage and meeting deadlines.
- Motivating yourself and others.
- Maintaining high professional standards.
- The ability to support and disseminate the Academy Trust policy.
- A commitment to collaboration

Qualifications

- Qualified Teacher Status
- Relevant degree

A Commitment to;

- An awareness of, and complying with, policies and procedures in relation to Safeguarding, Health and safety, Confidentiality and Data Protection.
- Contributing to school life and building effective relationships with all members of the school community.
- Undertaking professional development relevant to the post.
- Developing professional skills and knowledge through induction and continuing professional development.
- Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.
- To participate in the operation of the Academy's Appraisal Scheme.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.



Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
- This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
- This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Person Specification

Job title: Head of Science	Salary: TLR 1A	Location: Central Academy
--------------------------------------	--------------------------	-------------------------------------

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the requirement process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
<ul style="list-style-type: none"> Education, Training and Qualifications Degree or equivalent Masters in a relevant subject area Qualified teacher status NPQH Evidence of and commitment to continuing professional development 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	X
<ul style="list-style-type: none"> Experience, Knowledge, Skills /Competencies The ability to establish and maintain outstanding relationships with other staff, students and their parents. Being prepared to contribute to the Academy Trust vision which will inform and develop the Academy Trust policy. Manage and meeting deadlines. Motivating yourself and others. Maintaining high professional standards. The ability to support and disseminate the Academy Trust policy. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
<ul style="list-style-type: none"> Personal Attributes Resilience, the ability to work under pressure and able to meet deadlines Ability to think strategically, creatively and to prioritise Excellent communication skills (including written, oral and presentation skills) Excellent interpersonal skills A commitment to Core Education Trust vision, values, aims and the objectives of its academies programme 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	