

VALLEY PARK SCHOOL

Job Description:	Head of Humanities Faculty and Teacher of History
Salary:	L4 – L8
Responsible for:	History, Geography, Modern Foreign Languages, Psychology, Ethics
Responsible to:	Leadership Group

Employment Duties:

To carry out the duties as set out in the current School Teachers' Pay and Conditions document, having due regard to any policies of the trust.

Particular Responsibilities:

Teacher

- To complete the tasks of the classroom teacher as set out in the above document.
- To work with the Heads of Subject to ensure students are taught to the highest standard.
- To undertake the duties of form tutor as directed by the Head of Year and appropriate managers.
- To be aware of the current research on teacher effectiveness and professional standards.
- To be responsible for personal professional development according to the Staff Development and Inset Policy, and the Performance Management Policy.

Strategic direction and development of the Humanities Faculty

- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subjects, which contribute to whole school aims, policies and practices.
- Lead by example through demonstrating and achieving high standards in the teaching of History which sustain and raise standards of student achievement, behaviour and motivation.
- Monitor the progress made in achieving subject plans and targets and evaluate the effectiveness of these plans.
- Use data effectively to identify students who are underachieving
- Analyse or interpret relevant national, local and school data, plus research and inspection evidence to inform policy and practice.

Teaching and Learning

- Responsibility for the annual review and implementation of effective schemes of work which meet all statutory requirements.
- Ensure teachers are clear about teaching objectives, understand the sequence of learning in the subject and communicate such information to students.

- Provide guidance on the choice of appropriate teaching and learning methods to take account of individual learning needs.
- Ensure opportunities are provided for the development of literacy, numeracy and ICT skills.
- Take account of the needs of high, middle and low prior attaining students.
- Establish clear policies for assessing and recording students' progress and attainment, for setting future targets. Ensure that information about students' previous achievements is used effectively to inform target setting and to monitor progress.
- Establish a good partnership with parents/carers to involve them in their child's learning in the subjects, as well as providing information about the curriculum.
- Lead the review of the exam analysis within the faculty and identify implications for the teaching of the subject.

Leading and managing staff

- Develop teamwork and mutual support within the faculty.
- Monitor and evaluate the work of all staff involved in teaching the subjects and take action as necessary to secure improvement.
- Carry out appraisal reviews and audit their and the faculty's training needs.
- Lead professional development in the faculty and ensure staff attend appropriate INSET.
- Sustain motivation by enthusiasm for the subjects, involvement of the department with professional associations and other external links.
- Assist in the professional development of new staff, NQTs and trainee teachers.
- Set standards for the conduct and behaviour of students within the Faculty and help staff maintain these standards and achieve constructive working relationships with students.
- Work with the SENCO to ensure that individual education plans are used to set subject specific targets.

Efficient and effective deployment of staff and resources

- Establish resource needs for the subject and advise appropriate managers of likely priorities for expenditure, preparing a realistic faculty budget.
- Deploy and monitor subject budgets.
- Deploy staff involved in the subjects to ensure best use of expertise.
- Ensure the effective and efficient management and organisation of learning resources, including ICT.
- Ensure the care, storage and security of resources and stock.
- Explore opportunities to develop new resources from a wide range of sources inside and outside the school.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Implement the Health and Safety Policy, ensuring that there is a safe working and learning environment in which risks are properly assessed.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the teacher retaining one and the Headteacher the other.

Signed.....

Date.....