

# Post: Head of humanities

## Job Description

Responsible to:	Head of Humanities
Responsible for:	Leadership of humanities and line management of TLR holders of history, geography, RE, MFL and Social Sciences.
Nature of post:	Full time and permanent.
<b>Job Overview</b>	<p>A head of humanities at Staffordshire University Academy will be responsible for the delivery of highly effective teaching that inspires and engages the students. They will coordinate and provide student support, parental support and leadership of staff.</p> <p>The post holder will need:</p> <ul style="list-style-type: none"> <li>• To be aligned to the vision and ethos of Staffordshire University Academy</li> <li>• To play an active role in the extended leadership team</li> <li>• To ensure the effective delivery of humanities and modern foreign languages</li> <li>• To ensure the effective teaching, assessing, recording and reporting of student progress within all subjects within the department</li> <li>• To actively engage with the appraisal system</li> </ul>
<b>Core Duties:</b>	<p><b>Support the aims and ethos of the academy and the humanities department</b></p> <ul style="list-style-type: none"> <li>• To deliver highly effective teaching</li> <li>• To ensure there is a positive learning culture across the academy</li> <li>• To support and promote whole academy policies and procedures</li> <li>• To be responsible for the effective management of resources within the humanities faculty</li> <li>• To strategically lead humanities curriculum</li> <li>• To ensure TLR holders play an active role in strategic improvement of humanities</li> <li>• To ensure that risk assessments and Health and Safety regulations are observed</li> <li>• To deliver staff training and CPD within the department</li> <li>• To support the academy's drive for great teaching practice across all areas</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To participate and contribute to the appraisal process</li> <li>• To contribute to the academy and department development process, through contributing to a range of curriculum development plans</li> <li>• To monitor the quality of learning and teaching within humanities</li> <li>• To support the monitoring of staff marking, reporting and assessment to ensure consistency</li> <li>• To complete regular typicality walks and provide feedback to the faculty</li> <li>• To effectively monitor work produced across the faculty through regular quality assurance</li> </ul>
<b>Learning and Teaching – Curriculum</b>	<ul style="list-style-type: none"> <li>• To keep abreast of current educational pedagogical development within humanities</li> <li>• To lead the effective delivery of specifications and schemes of work across the humanities department</li> <li>• To promote an inspirational environment of high challenge where students experience innovative learning and teaching strategies</li> <li>• To promote and contribute to the extended curriculum and community links</li> <li>• To actively collaborate and contribute with other curriculum areas</li> </ul>
<b>Learning and Teaching – Student Support</b>	<ul style="list-style-type: none"> <li>• To have a thorough and up to date understanding of departmental performance</li> <li>• To assess and monitor student achievement and progress</li> <li>• To set ambitious but realistic targets for all students</li> <li>• To ensure there is appropriate support in place for all students</li> <li>• To ensure equal opportunity for all students within the department</li> <li>• To take responsibility for promoting good order within the academy through reinforcing the academy's RESPECT code</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To liaise with all stakeholders, including governors, on current performance</li> </ul>

	<ul style="list-style-type: none"> <li>• To promote teamwork and motivate all staff in order to ensure effective working relationships</li> <li>• To support the setting of work when staff are absent</li> <li>• To provide opportunities for sharing great practice and CPD for all staff</li> <li>• To lead an academy wide initiative as part of extended leadership team</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• To undertake any other duties in connection with the role of Head of Humanities as might reasonably be requested by the Principal or Vice Principal</li> <li>• The job description and allocation of responsibility may be amended from time to time</li> </ul>

#### Other responsibilities

- To play a full part in the life of the academy, to support its vision, ethos and policies and to encourage and ensure students follow this example
- To continue personal professional development
- To engage actively in the appraisal review process

#### Personal Responsibilities

- Work to a high professional standard and observe confidentiality as appropriate.
- Comply and assist with academy policies and procedures and report all concerns to an appropriate person.
- Set an example to students acting as a positive role model in all aspects including professional dress, presentation, attendance and punctuality.
- Be prepared to work flexibly, both in and out of the academy day.
- Participate in training and development appropriate to this post, and participate in the academy's appraisal and CPD programmes.

*This academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application for.*



## Person Specification

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In your application, please demonstrate how you meet these criteria.

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> <li>• Degree, teaching qualification in the specified curriculum area.</li> <li>• Recent record of appropriate in-service training</li> </ul>	<ul style="list-style-type: none"> <li>• Higher level degree, further educational qualifications</li> </ul>	A
Work Related Experience and Associated Skills	<ul style="list-style-type: none"> <li>• Successful classroom experience across the 11 – 16 range, with supporting data demonstrating good student progress against targets at all levels.</li> <li>• Effective approach to behaviour management.</li> <li>• Strengthening and supporting the existing systems.</li> <li>• Experience of being a team player, with good people skills and evidence of the impact of these on raising student performance.</li> <li>• Experience of delivering teaching and learning, with impact, demonstrating strategic planning and task completion.</li> <li>• Experience in the use of ICT and data to monitor and track achievement.</li> <li>• Promotion of academy ethos, including participation and or coordination of extra-curricular and whole academy activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful classroom experience across the 11 – 18 range, demonstrating excellent student progress against targets at all levels.</li> <li>• Behaviour management experience.</li> <li>• Background of teaching within more than one subject.</li> <li>• Leading a teaching and learning initiative that has demonstrable impact.</li> </ul>	A/LO/I/R
Personal Skills/Specialist Knowledge	<p><b>Learning &amp; Teaching:</b></p> <ul style="list-style-type: none"> <li>• Strategies to improve student attainment and achievement.</li> <li>• Ability to relate effectively to students, colleagues and parents.</li> <li>• Demonstrate highly effective classroom practice.</li> <li>• Obvious passion for your subject.</li> <li>• Confident and competent in the use of ICT, literacy and numeracy to enhance learning, monitor progress and communicate.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest of developing collaborative ways of working.</li> <li>• Ability to lead and motivate students.</li> <li>• ICT literate.</li> <li>• Understanding more complex performance data and application of a range of effective intervention strategies.</li> </ul>	A/LO/I/R

	<p><b>Self-Management:</b></p> <ul style="list-style-type: none"> <li>• Self-critical, awareness of own strengths and development targets, and professional development requirements.</li> <li>• Ability to work independently, using initiative, sticking to deadlines, completing tasks accountably.</li> </ul> <p><b>Learning Relationships:</b></p> <ul style="list-style-type: none"> <li>• Have the ability to set and maintain high standards, and respond positively to feedback.</li> <li>• Excellent subject knowledge, planning and delivery, classroom management and assessment practice.</li> <li>• Understand the principles of highly effective learning, independent learning and intervention.</li> <li>• Be a role model, promoting the academy’s values.</li> <li>• Ability to articulate, form and maintain appropriate relationships and boundaries with children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• To have delivered staff CPD linked to teaching and learning.</li> </ul>	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Professional, enterprising, personal impact.</li> <li>• Outgoing, warm personality, approachable, inclusive.</li> <li>• Positive, adaptable.</li> <li>• Energetic and enthusiastic.</li> <li>• Self-motivated, self-confident, reliable.</li> <li>• Calm under pressure, emotionally intelligent.</li> <li>• Sensitivity, fairness, tact and discretion.</li> <li>• Commitment, generosity of spirit.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to contribute to academy life</li> </ul>	<p>I/R</p>
<p>A = Application I = Interview LO = Lesson Observation R = Reference</p>			

**Staffordshire University Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**An enhanced DBS check is required for all successful applicants.**