

JOB DESCRIPTION

Job Title: Head of Humanities

Grade: MPS/UPS + TLR2b + SEN point

Purpose of Job Role:

- To provide strong leadership to the Humanities Department so that teaching and learning is consistently good or better.
- To ensure that all young people make outstanding progress and that ambitious targets for young people's performance are met in all Key Stages.
- To continue to develop an innovative and progressive curriculum in Humanities lessons which is supported by a vibrant programme of extracurricular and enrichment activities.
- To performance manage robustly all teachers and support staff in the department so that ambitious targets are met and there is a clear link between pay and progression.
- To act as a Key Worker to designated young people.
- To have an enhanced role in the development of teaching and learning across the Academy.

Duties and Responsibilities:

- To design an appropriate and progressive curriculum in Humanities that reflects the ethos of the Academy and meets the needs of all young people.
- To make sure that teaching and learning meets the needs of all young people including those with additional needs.
- To maintain an up-to-date knowledge of new initiatives and incorporate elements into the delivery of Humanities across the Academy.
- To ensure that all statutory requirements of the National Curriculum are met including the promotion of SMSC.
- To review, evaluate and improve the design and delivery of Humanities curriculum on an ongoing basis.
- To incorporate assessment into all aspects of curriculum planning.
- To teach designated young people ensuring that teaching is differentiated to meet the specific needs of young people.
- To participate in the preparation of young people for public examinations and end of Key Stage assessment.
- To monitor and assess and report progress with regard to individual young people and class groups, ensuring personalised and effective intervention where appropriate.
- To be responsible for the completion of the Humanities Plan so that the department is appropriately and effectively resourced.
- To manage efficiently any physical and financial resources allocated, giving reports as requested and ensuring health & safety at all times.
- To ensure that the use of financial resources has a clear impact on improving student outcomes.
- In line with centre and whole Academy policies to operate appropriate systems of young people's management.
- To lead curriculum meetings and appraise staff across the Academy.
- To participate in centre meetings and whole Academy activities.
- To lead in enhancing standards of teaching and learning.
- To maintain continued personal professional development.



- To participate in the development and maintenance of effective communication within the Academy and with parents, schools and relevant agencies.
- To communicate and consult with the parents of young people assigned for teaching.
- To promote and role model the employee code of conduct at all times.
- To implement the Academy performance management processes so as to provide a positive framework for staff development and achievement.
- To ensure that all staff receive departmental induction and training and fully understand all relevant policies and their implementation.
- To provide support to staff to enable staff to effectively implement the policies of the Academy and department.

Any other duties as commensurate within the grade in order to ensure smooth running of the Academy.

Other responsibilities:

- Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all Academy systems and procedures.
- Abide by and adhere to all Academy policies and practice including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the Academy.
- To be able to teach Personal Development.
- To be flexible to work across all JBA settings as the needs of the Academy dictate.
- Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
- To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Curriculum Department and Centre Teams

Responsible to: Centre Management Team, Principal, Assistant Principal, Head of Curriculum

Responsible for: Humanities Curriculum Area

Job description issued after consultation

Signature of the Principal..... Date

Copy received by

Signature of the Post holder..... Date

