

**JOB DESCRIPTION**

**POST TITLE: Head of Humanities – History Specialist**

# SCALE: MPR/UPR, plus TLR1b

**DATE: May 2021**

**RESPONSIBLE TO: Assistant Headteacher; Senior Leadership Team**

**Terms and Conditions:**

All the post holder’s responsibilities are subject to the general duties and

responsibilities contained in the current Teachers’ Pay and Conditions document and its successors.

This supplements the Ormskirk School job description for a Teacher. The core duties here are in addition to those outlined under the three main headings:

* Professional knowledge and understanding
* Teaching, Learning, Assessing
* Professional characteristics and Responsibilities

**Purpose of the Post**:

At Ormskirk School we believe that all our young people have the right to experience the highest possible quality of educational experience and the highest possible levels of academic and personal success.

The school believes that in order to provide the very best education for young people, their learning has to be driven by highly professional leaders, who are committed to continuing improvement in their pedagogy and all aspects of their professional development. Further to this, we believe in the professional obligation of all Heads of Faculty to support the development of others across their faculty areas and the drive for improvement of the school as a whole.

**Key accountabilities of Head of Faculty:**

* To ensure that all pupils and staff are safe within the faculty and to take any necessary steps to ensure a safe working environment, as necessary, in accordance with legislation and school policy.
* To ensure that all our young people make progress in line with the school’s expectations in all courses taught across the faculty.
* To ensure that the quality of provision within the faculty is in line with the school’s expectations, including the quality of teaching and standards of behaviour, through effective implementation of all school policies within the faculty.
* To support the strategic development of the school through contributions to the Strategic Planning Team, the formulation of school policies, to be determined by the Governing Body and Headteacher, and the school development plan.
* To provide strategic leadership at faculty level through the formulation of faculty policies, in accordance with school policies, and the formulation of a faculty development plan, which supports and supplements the whole school development plan.
* To ensure the effective management of staff performance within the faculty, and carry out the role of appraiser for designated staff including Heads of Department.
* To ensure that the training and development needs of the team are identified and met to support colleagues’ ability to meet the National Standards for teacher.
* To ensure the provision of an appropriately broad, balanced, relevant and inclusive curriculum for young people studying in the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
* To ensure the effective deployment of staff, financial and physical resources within the faculty to meet the needs of the curriculum plan, in collaboration with the relevant members of the leadership group.
* To lead the development of literacy and numeracy to ensure all our young people are able to develop their literacy and numeracy skills across the curriculum.
* To fully implement all school policies and procedures.
* To support the leadership group in wider whole-school responsibilities, as required.

**ROLES AND RESPONSIBILITIES**

1. **Ethos**

* To create a positive learning environment for staff and students.
* To be inclusive to all our young people.
* To create relationships based on mutual respect.
* To be an effective faculty leader.
* To manage own and staff professional development.

1. **Curriculum Provision and Development**

* To liaise with the Assistant Headteacher and Leadership team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which supplements the school’s strategic objectives.
* To lead curriculum guidance in changes and development.
* To lead curriculum development across the whole faculty.
* To keep up to date with national developments across the faculty’s subject areas, teaching practice and methodology.
* To monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the Assistant Head and Leadership Team to maintain accreditation with the relevant examination and validating bodies.

1. **Operational/Strategic Planning**

* To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and pedagogy across the faculty.
* To provide the day-to-day management, control and operation of the faculty.
* To lead in monitoring and following up the progress of young people.
* To lead in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, SEN.
* To work with colleagues to formulate aims and objectives for the faculty, which have coherence and relevance to the needs of all our young people and to the aims and objectives of the school.
* To ensure that the planning activities of the faculty reflect the needs of our young people and the aims and objectives of the school as detailed in the whole school improvement plan.
* To lead the application of ICT across the faculty.

1. **Staffing**

* To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To contribute to Appraisal and to act as reviewer for a group of staff within the faculty, including Heads of Department.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To ensure the effective efficient deployment of classroom support within the faculty.
* To lead in participation in the school’s ITT programme.

1. **Quality Assurance**

* To ensure the effective operation of quality assurance systems e.g. for teaching, planning, preparation and marking and assessment across the faculty.
* To lead in the process of the setting of targets within the faculty and to work towards their achievement.
* To establish common standards of practice and develop effective pedagogy across the faculty.
* To contribute to the school procedures for lesson observation as part of Appraisal and the subject review process.
* To participate in the monitoring and evaluation of the faculty in line with agreed school procedures.
* To seek/implement modification and improvement where required within the faculty.

1. **Management Information**

* To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
* To lead in the use of analysis and evaluation of performance data across the faculty.
* To lead in the production of subject reports within the school cycle.
* To produce reports on examination performance, to inform subsequent meetings with the Senior Leadership Team and Governing Body.
* To assist in the identification of exam entries across the faculty.

1. **Management of Resources**

* To lead in the management of resources within the faculty, including resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including management and monitoring of individual budgets, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
* To co-operate with other faculties and departments to ensure the sharing and effective usage of resources to the benefit of the whole school and all its young people.

1. **Guidance System**

* To monitor and support the overall progress and development of young people across the whole faculty.
* To help to monitor the attendance, progress and performance of young people in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To act as a Progress Tutor and carry out the duties associated with the role as outlined in the generic job description.
* To contribute to PSHE, citizenship and enterprise according to the school policy.
* To lead the implementation of the Behaviour Management system across the faculty so that effective learning can take place.

1. **Communications**

* To ensure that all members of the faculty are familiar with its aims and objectives.
* To ensure effective communication with all members of the school community: parents, carers, staff, governors, volunteers and young people.
* To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

1. **Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

1. **Marketing and Liaison**

* To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
* To contribute to the development of effective subject links (within the faculty) with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
* To actively promote the development of effective subject links (within the faculty) with external agencies.

The appointment requires you to carry out the duties of a Head of Faculty:

(a) in accordance with the school’s stated policies and practices;

(b) under the current Conditions of Employment contained in the School Teachers’ Pay and Conditions document and the range of duties set out in that document;

(c) to undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.

This job description will form part of the basis for appraisal.

**Equal Opportunities**

Ormskirk School is committed to achieving equal opportunities in the way it delivers services to the community and in its employment arrangements. It expects all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.