



JOB DESCRIPTION FOR HEAD OF HUMANITIES (TLR 1A)

Post: - Head of Humanities

Job Purpose

- To ensure that all teaching in Humanities (Geography and History) is good or better
- To support leaders and teachers to ensure all students make expected levels of progress
- To provide a link between the Learning Director and the teachers and leaders in Humanities through facilitating joint practice development
- To support the Learning Director in embedding best practice in Humanities throughout the school

Line Manager: Assistant Head teacher

Line Management responsibilities for all staff in Humanities

- To ensure Appraisal arrangements are effectively discharged.
- To monitor the effectiveness and impact of Appraisal arrangements within Humanities.
- To review the performance of teachers and curriculum leaders in Humanities through effective Appraisal.
- To monitor and evaluate the contribution and impact of other staff in Humanities to school improvement.
- To coordinate and monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.
- To take initial responsibility for the pastoral care and welfare of staff in Humanities.

Accountability for leading, managing and developing Humanities

- To self-evaluate effectively, using the SEF format, and use quality assurance as a central tool for department improvement and raising student achievement
- To identify relevant school improvement issues and how they relate to Humanities
- To define and agree appropriate improvement targets for Humanities
- To produce action plans to respond to findings from observations, sampling, checking, student voice and to align with School Development Plan
- To support curriculum leaders in their leadership development, curriculum innovation and key areas for improvement within Humanities
- To support the Learning Director through identifying best and next practice within Humanities and identifying strategies for sharing this practice across the Learning Cluster
- To identify areas for improvement in teaching within Humanities and identify strategies for reducing within subject variation, evaluating the impact of these strategies regularly
- To evaluate and report termly on the effectiveness of practice in Humanities
- To support the Learning Director in developing strategies to embed Humanities skills across the curriculum
- To coordinate CPD needs and opportunities
- To use financial and resource management innovatively and effectively within Humanities
- To build effective links with the local community, through Humanities
- To organise programme of meetings and circulation of documentation to ensure meetings are productive and focussed on teaching, learning, inclusion and progress
- To ensure approaches to learning and teaching, lesson planning, home learning, marking, recording and reporting procedures are consistent and up to date in line with whole school policy

Impact on the educational progress of students beyond assigned students

- To monitor and evaluate assessment data across the faculty to identify trends in student performance and progress, and issues for development in Humanities
- To ensure rapid rates of progress for all students including key groups
- To promote high expectations of students, identify appropriate progress and attainment targets and ensure that they are met
- To monitor student standards and achievement against annual targets with a focus on inclusion, particularly for vulnerable groups – EAL, G&T, SEND, LAC and gender differentiation
- To monitor student progress by prior attainment (LAP, MAP, HAP)
- To use data to identify exceptional performance and underachievement
- To identify groups requiring strategies for intervention
- To monitor planning, curriculum coverage and learning outcomes
- To provide curriculum vision and identify areas for curriculum development
- To define and implement intervention strategies to address issues for development
- To support staff in planning and implementing strategies to achieve student progress target levels and objectives
- To review impact of strategies and prepare reports on the effectiveness of intervention strategies

Leading, developing and enhancing the teaching practice of other staff

- To progress personal expertise and share this with other staff
- To act as a role model of good classroom practice for other staff, modelling effective strategies for the.
- To support teachers and the curriculum leaders in sharing best practice
- To monitor and evaluate the quality of planning and provide constructive feedback
- To monitor and evaluate standards of learning and teaching, identifying areas of strength and areas for improvement
- To ensure that where teaching 'Requires Improvement' all available support is used
- To ensure that teachers are aware of the needs of inclusion of all students and groups and make provision for this in their planning
- To plan and implement strategies to improve teaching where needed
- To induct, support and monitor new staff including taking a lead in Initial Teacher Training students
- To act as an appraisal team leader for curriculum leaders, ensuring challenging and appropriate targets are set

Knowledge and Skills**The Head of Humanities should demonstrate developed knowledge and understanding of:**

- school improvement and effectiveness strategies including the process of school self-evaluation and improvement planning and systems for quality assurance within Humanities
- principles and practices in relation to managing and leading learning and teaching, people, policy and planning, resources and finance
- principles and practices of effective leadership and management of change
- the application of information and communications technology (ICT) to learning, teaching and management of the Humanities
- principles of curriculum planning
- financial planning, stock inventory and resource planning
- the principles influencing current approaches to human resources management, coaching and emotional intelligence

Generic Role:

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To follow school procedures with regard to Child Protection issues
- To play a positive part in the life of the school community, to support its distinctive purpose and ethos and to encourage other staff, students to follow this example
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support curriculum area(s) as appropriate
- To monitor and support the overall progress and development of students as a class Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team(s) and to contribute positively to effective working relations within the school
- To provide information for student references
- Be responsible for promoting and safeguarding the welfare of children and young people (responsible for or who in contact with)
- To communicate effectively with the parents/carers of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To take part in liaison activities such as Open Evenings, Parents' Evenings and Intake Days liaison events with partner schools
- To undertake regular liaison with Teaching Assistants and other classroom support staff to share plans, resources and identify student needs
- To contribute to the data collections and the reporting process
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document [STPCD] not mentioned in the above

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Post subject to Disclosure Barring Service – Enhanced Check**

Signed by Postholder

Date

To be reviewed annually

January 2018