



HEAD OF HUMANITIES **(with the ability to teach History and/or RS)**

The Appointment

This exciting new role, Head of Humanities, is directly responsible to the Deputy Head (Academic) of The Prep School for the leadership of the History, RS and Geography departments in the Prep School, for the teaching and learning in and for the day-to-day management of the departments.

The College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of about 720 pupils, including a Sixth Form of approximately 270 pupils. The Prep School [3-13] is a school of some 400 pupils around 50 of whom board full-time, as well as our very popular flexi-boarding option.

Both schools are fully co-educational and are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for sport, drama and music.

Leadership

- Taking responsibility for the development of the humanities as a leading group of subjects within the school and developing a strategic vision for the subjects individually and as a collective
- Ensuring that teaching and learning in the departments are excellent by means of regular departmental discussion, sharing best practice, lesson observation, appraisal, continuing professional development and using the Departmental Development Review for planning improvements and innovating
- Alongside passionate subject specialist staff, fostering a delight in the subjects, an excellent work ethic and a culture of high expectations, achievement and success amongst staff and pupils; setting the highest academic standards
- Working closely with the Head of Learning Support to ensure the needs of all children are met within the humanities
- Fostering a culture of formative assessment and independent learning within the departments' teaching, and an emphasis on differentiation
- Maintaining excellent communications between and within the departments, about personal, departmental and College matters; in the wider academic community, including representing the departments; with parents; at Open Days; with the Head of History, RS and Geography at College and to chair termly meetings of the Humanities coordinators of Pre-Prep and Lower School (Years 3/4)
- Determining staffing requirements; assisting in appointing new staff; monitoring and supporting the progress of both new and established staff; providing opportunities for responsibility to be assumed by members of the departments
- Creating high morale within the departments and leading by example

- Sharing responsibility for the pastoral care of children, including acting as a form teacher and ensuring appropriate disciplinary procedures, liaising with and reporting to the relevant Head of Section or Head of Wellbeing as appropriate

Teaching and Learning

- Writing and updating schemes of work and programmes of study for Key Stages 2 & 3 (especially in light of the changes to the ISEB 13+ CE curriculum), reviewing and updating the departmental handbooks
- Ensuring a smooth transition from KS1 to KS2 by liaison with the Head of Kingfishers (Pre-Prep) and Head of Lower School (Years 3/4)
- Leading developments in teaching skills and techniques, and keeping up to date with developments in the subjects nationally
- Fostering the highest standards in prep and assessment, including monitoring the range of preps set, the keeping of records and the efficiency of feedback and return
- Overseeing the development of ICT as a tool for teaching and learning
- Monitoring the departments' reports, and the meeting of deadlines; overseeing the departments' contribution to Parents' Evenings
- Working with the Deputy Head (Academic) and Director of Studies on pupil monitoring and tracking; overseeing the progress of pupils
- Overseeing the appraisal and induction of staff, including NQTs
- Constantly reappraising professional performance; participating in training courses and keeping informed of current legislation and practices
- Playing a full part in the games programme of the Prep

Administration

- Making arrangements for setting; managing teaching syllabuses and examination specifications, updating, investigating alternatives and changing as necessary
- Alongside the Deputy Head (Academic) and the Director of Studies, allocating humanities department staff to their teaching responsibilities
- Preparing and presenting the Departmental Development Plan
- Overseeing the organisation of internal examinations and departmental assessments, including setting and marking papers and publishing results
- Researching, updating and ordering resources; budgeting and managing the needs of the department; arranging departmental displays
- Taking responsibility for the Health & Safety of the department, maintaining the safety of children during directed hours
- Ensuring equal opportunities regardless of gender, ability and culture
- Organising and chairing departmental meetings; attending HoD and other meetings as required
- Making arrangements for cover of absent members of the department

Skills and characteristics

- Vision and leadership
- Outstanding communication skills
- Outstanding teaching skills
- Excellent administrative and organisational abilities

Expectations

Members of Common Room are expected to teach their subject(s) and to make substantial contributions to the co-curricular programme.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.15am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. There are school and/or House-based activities at weekends in which they are also expected to play a part. Outside of the formal term times they are expected to be in school for school or departmental INSET and to be available to fulfil any reasonable duties.

Terms and Conditions:

- The College has its own Salary Scale.
- Service with the College is pensionable in accordance with the Teachers' Pension Scheme.
- The position carries a reduction in teaching load in line with the demands of running the humanities departments.
- Fees discount is available and more information will be provided if you are invited for interview.
- Members of staff may use the College sports' facilities (at staff allocated times).
- Subsidised Health Scheme Membership (Benenden).
- Discounts and offers for College staff at local businesses and retailers.

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