



# The Hampshire School

C H E L S E A

ALTE SPECTEMUS ~ AIM HIGH

## Job Description

**Job Title:** Head of Department (Humanities)

**Responsible to:** Head

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### Role of the Head of Department

- To be responsible to the Head for the co-ordination of all aspects of the Humanities (geography, history and T.P.R) curriculum and associated assessment framework in the school (Year 1 – Year 8).
- To be responsible for writing and publishing the Humanities (geography, history and T.P.R) Policy in consultation with the Head.
- To be responsible for providing guidance through schemes of work for Humanities (geography, history and T.P.R) and assisting staff with their planning and delivery of the subject whether taught by a Form Teacher or specialist.
- To conduct a book scrutiny and learning walks on a termly basis to ensure that staff are complying with the Marking Policy and to monitor individual pupil progress.
- To be responsible for monitoring and evaluating the implementation of the Humanities (geography, history and T.P.R) curriculum and the agreed policy of the school.
- To control, evaluate and requisition materials and equipment for the teaching of Humanities (geography, history and T.P.R) within the confines of the school budget.
- To attend INSET courses and be involved in the provision of school-based INSET for the teaching of Humanities (geography, history and T.P.R).
- To liaise with other schools and agencies so ensuring up to date knowledge of current developments with regard to good practice in Humanities (geography, history and T.P.R).
- To promote parental interest and understanding.
- To report to meetings of the Head on matters related to the development of Humanities (geography, history and T.P.R) within the school curriculum.
- To be responsible for monitoring/evaluating/disseminating policy/advice/support for health and safety issues relating.
- To contribute to the development and / or implementation of school policies. Use the performance management process to enhance professional practice in line with the

school's aspirations and priorities.

- To have lead responsibility for the Subject Development Plan which should identify clear targets and success criteria for its development and / or maintenance of the subject.
- To promote the wider aspirations and values of the school.
- To monitor homework activities and support extra-curricular learning opportunities.
- To be responsible for:
  - clarity in the use of the documentation providing the framework of progression
  - ensuring that the monitoring of the cycle and quality of assessment in Humanities (geography, history and T.P.R) is carried out in an accurate and timely manner
  - tracking the progress of children in Humanities (geography, history and T.P.R)
  - managing teacher assessments and moderation of standards in Humanities (geography, history and T.P.R)

#### **Other Professional Requirements**

- To have a working knowledge of teachers' professional standards and duties.
- To operate at all times within the stated policies and practices of the school.
- To maintain an up to date knowledge of good practice in teaching techniques.
- To take account of wider curriculum developments.
- To undertake professional development, and encourage teachers of the subject to seek out opportunities for professional development, to enhance teaching of the subject and advance pupils' learning.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from Head to undertake work of a similar level that is not specified in this job description.