



Russell House

January 2020

JOB DESCRIPTION FOR HEAD OF HUMANITIES (WITH GAMES)

HEAD OF DEPARTMENT

- Lead and manage the Humanities Department and ensure that the highest levels of teaching are provided throughout the Main School.
- Liaise regularly with the Head and Deputy Head on all matters pertaining to the development of the department.
- Appraise relevant teaching staff in Main School i.e. year 1 to year 6.
- Organise and lead regular department meetings.
- Maintain the Department Handbook.
- Organise varied, interesting and relevant Whole School events relating to the study of Humanities.
- Attend Head of Department Meetings as required.

TEACHING AND LEARNING

- Teach children according to their needs, including setting and marking of work. Have up to date knowledge of the National Curriculum requirements and teach according to the School's agreed schemes of work which seek to go beyond the confines of the NC.
- Plan, prepare and deliver lessons in Geography, History incorporating R.E. for Years 4, 5 & 6 in conjunction with others e.g Deputy Head.
- Regularly assess, record and report individual development, progress and attainment of pupils.
- Liaise with the Curriculum Support Department.
- Support the School's assessment procedures as required by the Deputy Head and use results to inform future planning.
- Consult with parents, keeping the Head, Deputy Head, and Head of Pre-Prep informed at every stage.
- Maintain notes on pupil Records of Conduct and Meetings.
- Complete reports according to School guidelines.
- Encourage pupils to use ICT where appropriate, to enhance their skills.
- Attend meetings as required.
- Adhere to School policies, handbooks and routines.

SPECIFIC RESPONSIBILITIES FOR SPORT

- Assist in lessons of Games (netball, hockey, football, rugby, cricket and athletics) in conjunction with others e.g Head of Games and/or Head of Girls' Games.
- Be aware of fitness levels of the children and also of any medical details
- Be punctual for lessons so that children are properly supervised at all times
- Actively coach and manage school teams, aiming for excellence and encourage pupils to do likewise
- Help be responsible for the use and tidiness of the changing rooms
- Attend and contribute to PE department meetings
- Be present and supervise teams for all home and away matches and tournaments

PASTORAL CARE

- Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
- Actively ensure all pupils respect each other, adults and School property.
- Communicate with the Form Teacher and Deputy Head to inform them of any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any children.
- Record incidents on pupil Records of Conduct and Meetings and share with relevant colleagues as per school policy.
- Report accidents to pupils to the School Administrator, who maintains in the accident book.
- Undertake all supervision duties as directed by the Head or Deputy Head.

PROFESSIONAL STANDARDS

- Periodically review own teaching methods, plans and outlines of work.
- Undertake any reasonable tasks as required by the Head and/or Senior Management team.
- Be subject to appraisals of teaching performance.
- Attend weekly Staff Briefing, Monday CPD meetings as required and all INSET days.
- Support and maintain loyalty to the School at all times both during and outside school hours.
- Help develop the School's ethos, aims, values and standards.
- Be familiar with and follow School Aims, Expectations of Behaviour and the SCHOOL and FRIENDS codes.
- Embrace new practices.
- Dress appropriately for the level of responsibility this post demands.
- Be professional at all times.

EVENTS

- Attend School functions as directed.
- Attend Parents' Consultation Evenings.

Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.