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**Subject Leader Humanities - Job Description**

**Generic Principle Responsibilities:**

* Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
* Play a major role in supporting the essential business of St Anne’s RC High School in providing an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.
* Meet all the criteria of TDA core and post-threshold standards, the school pay and conditions document and the responsibilities of a main-scale teacher in addition to those outlined below.

**Accountability:**

The **Subject Leader for Humanities** will be accountable for their area of responsibility and any expected outcomes. They will be monitored and evaluated on their impact across all areas of the faculty in terms of their contribution to:

* Communicate the vision for Humanities in such a way as to support and promote the school’s values and vision
* Ensure that the teaching of History and Geography throughout KS3 and KS4 is of a high quality to accelerate progress and improve outcomes for all students.
* To promote a forward thinking and creative approach to teaching and learning within the Humanities department to include extra-curricular activities
* Raising standards of student attainment and progress of all pupils and for ‘Closing the Gap’.
* Raising and maintaining standards of teaching and learning to enable the raising of standards of attainment and progress.
* Ensuring the provision of effective strategies for monitoring, mentoring and intervention to support student academic progression and address underachievement of students.
* Assisting the teaching/support staff to support student progression.
* Tracking the progress and achievements of students.

**Principle responsibilities of the post:**

**Leadership and Management:**

* Attend all faculty and department meetings as required.
* Meet regularly with the SLT link for the faculty as required by the Head teacher.
* Ensure communication is upheld with all members of the department and other subject leaders.
* Contribute to the selection and recruitment of other teachers and support staff, including the induction and assessment of new teachers, where appropriate.
* Assist in carrying out performance management and threshold assessments of other teachers for whom he/she has responsibility
* Coordinating and managing the work of other staff.
* Support school partnerships with higher education establishments for ITT.
* Contribute to a cooperative team who understand their responsibilities and are consistent in the practice of school policies and procedures.
* Maintain a department handbook up to date and in line with school expectations.
* Manage the department budget allocations.
* Contribute to school liaison and marketing activities and the effective promotion of the school and faculty at all events.
* Attend all CPD, as required.

**Quality of Teaching and Learning:**Assist in monitoring:

* Adherence of department staff to professional duties for purposes of school self-evaluation, i.e. assessment, recording, reporting of achievement.
* The quality of teaching and learning in the faculty, in accordance with the school policy by:
	+ contributing to subject reviews as appropriate;
	+ contributing to subject work scrutiny;
	+ contributing to appropriate CPD and programmes identified to meet the needs of individual staff identified by SLT CPD lead;
	+ contributing to subject learning walks.

**Curriculum development:**

Where directed:

* Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum.
* Ensure delivery of cross-curricular initiatives.
* Ensure the department curriculum contributes to the realisation of the school curriculum vision and priorities.
* Ensure department staff are kept up to date with curriculum development issues, including: within school, locally and nationally.

**Behaviour for Learning:**

* Support the monitoring and coordination of pupil management within the department in accordance with the school BfL policy, including interrogation of BfL data.