



SHEBBEAR COLLEGE

Job Description: Head of Humanities

Reporting to: Senior Deputy Head

The Head of Humanities reports to the Senior Deputy Head. The Head of Humanities will work closely with the Senior Deputy Head to ensure the highest possible standards and consistency in teaching and learning is met for all pupils at Shebbear College from EYFS to adulthood. The Head of Humanities will manage the Faculty for all Economics, History, RS, Geography and Business staff. The Head of Humanities will also work closely with the Head of Marketing and Admissions on promotional activity and events for the Faculty.

The Head of Humanities is a prominent, visible presence within the school and will forge strong relationships with pupils, parents, staff and the wider community. Being able to run the organisational and operational side of the Faculty of Humanities at Shebbear College, whilst also creating and leading a strategic vision for Humanities in the next five years is an integral part of the role.

In addition to an academic teaching timetable, with approximately a 10-15% reduction in teaching load to allow time for effective leadership and management, the responsibilities of the Head of Humanities are to:

- Develop and maintain a clear strategic plan for the Humanities faculty at Shebbear College. This includes curricular and academic education as well as co-curricular clubs, competitions and events and marketing of the school
- Be an inspirational and dynamic leader, build an effective team of teachers
- Oversee the work of the following subject areas; Economics, History, RS, Geography and Business with varying levels of involvement and operational responsibility
- Advise the Senior Deputy Head and Head on the school's future strategy for the Humanities provision to ensure that the curriculum combines the best of traditional and innovative methods
- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school
- Ensure that within the faculty individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching
- Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained
- Monitor pupils' work and the classroom practice of those in the faculty to ensure high standards are maintained
- As a lead professional, set personal targets and take responsibility for one's own continuous professional development
- Explore cross-curricular links between the Humanities subjects as well as promoting links with any other faculties in a meaningful and achievable manner

- Becoming one of the 'go-to' experts in the school on degrees and careers within Humanities and disseminating knowledge across the faculty and Houses
- Actively seeking out opportunities for co-curricular challenges and scholarly endeavours (e.g. ensuring we have an active strategy to promote participation in projects and encouraging departments and pupils to enter other national or international competitions)
- Developing teaching and learning across the Humanities subject areas in collaboration with the subject teachers
- Ensuring that schemes of work in the Humanities subjects are inspiring, challenging and effective at all Key Stages
- Quality assuring and developing regular co-curricular provision across the Humanities subjects and exploring opportunities for cross-curricular trips, lectures (potential to host), master classes (potential to host), performances and experiences
- Ensuring that they and the Humanities teachers stay abreast of the provision in competitor schools; disseminating 'borrowed' ideas and encouraging an outward-looking and reflective culture
- Contribute to whole school policy-making and strategic planning as required by the Head
- Prepare, monitor and update annual faculty handbooks, plans and policies in consultation with colleagues
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and faculty plans
- Lead and manage the faculty, recruiting, inducting, developing, deploying, motivating and appraising members of the faculty to ensure that they have clear expectations of their roles, and that high-performance standards are achieved and maintained
- Empower members of the faculty to develop their leadership potential to ensure continuous improvement within the faculty
- Manage day to day requirements such as examination entry and faculty timetables, delegating as appropriate, to ensure the efficiency of the faculty
- Chair regular faculty meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented
- Attend and contribute to Heads of Faculty meetings as arranged by the Senior Deputy Head
- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the faculty
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning
- Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the faculty
- Ensure the faculty's delivery and development of the curriculum is effective in meeting the needs of all pupils
- Contribute to the broader life of the school by supporting and leading curricular and co-curricular events
- Actively promote interest in the subject outside the immediate physical and timetabled confines of the faculty
- Actively promote the faculty within the school community to encourage pupils' interest in the subject area
- Contribute to the positive promotion and marketing of the College in the local and wider community

- Lead the faculty's contribution to marketing events and external links outside of Shebbear College, for example, encouraging community and industry links locally
- Monitor and control the faculty's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources
- Identify future resourcing needs and aspirations for the faculty for consideration in the school budget planning process
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines
- Liaise with the Head of Maintenance to ensure that facilities are well maintained
- Work with the Bursar to ensure that risk assessments are up to date and regularly reviewed
- Be proactive in identifying training needs within the faculty, ensuring that they are appropriately met, and that all members of the faculty are active in their own personal and continuous professional development
- Liaise with the Senior Deputy Head and Head when required to appoint teachers in the Humanities faculty
- Contribute to the induction and assessment of new teachers and initial teacher training
- Represent the faculty in all matters related to the curriculum within teachers' staff meetings
- Celebrate pupil achievement through termly certificates and annual scholars' dinner

This list is not exhaustive and is subject to change. The Head of Humanities is expected to fulfil any reasonable request made by the Head and Senior Deputy Head.