**POST:**  Head of Humanities and Languages

**RESPONSIBLE TO**: Assistant Principal

**LEVEL:** L8 – L12 (£46,798 - £51,637)

**CORE PURPOSE:** To provide professional leadership, strategic direction and management of the group of subjects within the Culture and Languages Directorate [modern foreign languages, History, Geography and RE]. To secure high quality learning and teaching and to improve the achievement and attainment for the students within the Learning Directorate

**JOB DESCRIPTION**: The duties outlined in this job description are in addition to those covered by the latest ‘School Teachers Pay and Conditions’ document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility

**With the Senior Leadership Team the post holder will:**

* Work to implement the Academy’s vision and values
* Work within the Academy community to translate the vision and ethos into agreed objectives and operational plans that will promote and sustain Academy improvement
* Work in partnership to ensure the Academy achieves its performance targets
* Ensure that all the Academy policies are implemented
* Take a role in the Academy to develop a learning culture with high expectations in a safe and secure learning environment

**SPECIFIC RESPONSIBILITES**

**Strategic Direction**

* To lead on student outcomes and standards at all key stages in the Humanities and Languages Directorate
* To lead the Directorate in the quality of teaching and learning
* To ensure that the curriculum offering within the Directorate meets the needs of the students
* To take a lead in raising achievement and attainment across the Learning directorate
* To lead and deliver improvement strategies in the Directorate to ensure the best outcomes for students
* To lead on completion of the Humanities & Languages Directorate Development Plan in line with the Academy Development Plan

**Teaching and Learning**

* To develop and sustain high quality teaching and learning throughout the Learning Directorate
* To lead in the sharing and embedding of good practice across the Learning Directorate with a focus on teaching and learning
* To set challenging and aspirational targets to develop all students academically, emotionally, spiritually and socially
* To monitor student achievement through regular meetings with the Learning Directorate
* To monitoring standards of achievement through lesson observations taking appropriate follow up action
* To ensure that the appropriate curriculum offer for all students is supported by high quality teaching and learning
* To develop positive approaches to teaching and learning so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society
* To develop, implement, monitor and review schemes of work across the Learning Directorate to ensure that they are up to date and consistent with the Academy framework
* To embed the use of assessment for learning approaches effectively to ensure individual student progress
* To use Fischer Family Trust data appropriately to raise attainment
* To ensure that appropriate standards of behaviour for learning are established and maintained throughout the Learning Directorate
* To ensure that the quality of lesson planning, setting homework, marking of all work are of the highest standard and are consistent with the Academy policies
* To ensure that public examinations and coursework procedures are co-ordinated and the staff and students are well supported

**Management of the Academy**

* To apply best value for money principles to secure resources for the Learning Directorate
* To seek extra funding to support curriculum development within the Directorate
* To manage the Learning Directorate budget effectively and efficiently
* To ensure that the accommodation provides a positive and safe environment which promotes well being and high achievement for all in the Academy
* To work with the Assistant Principal [Curriculum] to staff the timetable to ensure the best outcomes for students

**Community and Partnerships**

* To work closely and in partnership with the Executive Board to ensure the successful ongoing development of the Academy
* To work with the Assistant Principal [Welfare] to secure curriculum links with partner primary schools

**Developing Self and Working with Others**

* To assist in the appointment of staff following Safer Recruitment Policy
* To support the induction of new staff within the Learning Directorate and to take part in in-service training
* To create and maintain good working relationships among all members of the Academy community
* To challenge, motivate and empower others to attain ambitious outcomes
* To promote appropriate personal and professional development of all staff in the Learning Directorate, providing an example through their own development and practice
* to conduct performance management for members of the Learning Directorate
* to line manage the Learning Leaders for History, Geography, & MFL
* to line manage the non teaching staff working within the Directorate

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| --- | --- | --- |
| **Name of Post Holder:**  |  |  |
| **Signature of Post Holder:** |  | **Date:** |

**Person Specification**

**Post: Head of Directorate**

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the “E/D” column. How the evidence will be tested is indicated under the remaining columns.

***CODE*** E/D:- Essential or Desirable A:- Application Form I: - Interview/Presentation R:- References

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| --- | --- | --- | --- | --- | --- |
| **A:** | **TRAINING AND QUALIFICATIONS** | **E/D** | **A** | **I** | **R** |
|  | Qualified Teacher Status | **E** | **✓** |  |  |
|  | Degree (or equivalent)  | **E** | **✓** |  |  |
|  | Completed NPQH  | **D** | **✓** |  |  |
|  | Evidence of recent professional development  | **E** | **✓** |  |  |
|  | Higher Degree | **D** | **✓** |  |  |
|  | Post graduate curriculum or management qualification | **D** | **✓** |  |  |
|  | Be working towards or completed NCSL Qualification | **D** | **✓** |  |  |
| **B:** | **EXPERIENCE OF LEADERSHIP** | **E/D** | **A** | **I** |  |
|  | Evidence of making a positive impact on attainment of students | **E** | **✓** | **✓** | **✓** |
|  | Evidence of developing effective teams to secure student improvements | **E** | **✓** | **✓** | **✓** |
|  | Evidence of successful strategies used to improve student progression, achievement and attainment  | **E** | **✓** | **✓** | **✓** |
|  | Evidence of monitoring, evaluating and reviewing performance, through a robust performance management system including lesson observation | **D** | **✓** | **✓** |  |
|  | Evidence of successfully operating in school at both strategic and operational levels | **D** |  | **✓** | **✓** |
|  | Evidence of working to promote community engagement | **D** |  | **✓** |  |
|  | Proven experience in leading a subject area (Humanities or Languages) in secondary education | **D** | ✓ | **✓** | **✓** |
|  | Evidence of different leadership and management roles within a school/education setting | **D** | ✓ | **✓** | **✓** |
|  | Evidence of responsibility for allocation and monitoring of financial resources | **D** | ✓ | **✓** | **✓** |
| **C:** | **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING** | **E/D** | **A** | **I** | **R** |
|  | Knowledge of strategies to achieve effective learning by students and promote student progression  | **E** | **✓** | **✓** |  |
|  | Knowledge of the use of data to establish benchmarks and set targets for Directorate improvement  | **E** | **✓** | **✓** |  |
|  | Knowledge of local & national policies and statutes as they apply to subjects within the directorate  | **E** | **✓** | **✓** |  |
|  | Knowledge of strategic planning for a subject; producing medium & long term plans which lead to sustained improvement in outcomes for students within the directorate | **E** | **✓** | **✓** |  |
|  | Knowledge of all associated phases of education, particularly KS2,3,4 & KS5 | **D** |  | **✓** |  |
|  | Experience of Post 16 teaching and/or management  | **D** | **✓** | **✓** |  |
|  | An understanding of management techniques required to operate a successful team | **E** | **✓** | **✓** | **✓** |
| **D:** | **PERSONAL SKILLS & ATTRIBUTES** | **E/D** | **A** | **I** | **R** |
|  | Ability to form positive, productive relationships with students and staff | **E** |  | **✓** | **✓** |
|  | A commitment to equality and diversity | **E** |  | **✓** | **✓** |
|  | Excellent oral and written communication & ICT skills | **E** |  | **✓** | **✓** |
|  | High standards of integrity and a positive role model for pupils and staff | **E** |  | **✓** | **✓** |
|  | An ability to analyse and interpret information to make informed decisions and exercise good judgement | **E** |  | **✓** | **✓** |
|  | An ability to evaluate teaching quality and implement actions that lead to improvements in teaching | **E** |  | **✓** | **✓** |
|  | Ability to develop productive relationships and high performing team work | **E** |  | **✓** | **✓** |
|  | Ability to challenge and motivate others to create a forward thinking organisation committed to academy improvement | **E** |  | **✓** | **✓** |
|  | Good self-management, to include time management, working under pressure and to deadlines | **E** |  | **✓** | **✓** |
|  | Ability to influence key stakeholders, particularly families and the wider local community | **E** |  | **✓** | **✓** |
|  | Stamina, resilience, reliability and integrity | **E** |  | **✓** | **✓** |
|  | An understanding of the value of a successful work life balance | **E** |  | **✓** | **✓** |