



Saint Joseph's
CATHOLIC SCHOOL

Head of Humanities

Start date: September 2023 - Permanent

www.sjcs.org.uk

WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of a Head of Humanities (History, Geography, Sociology) at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in January 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

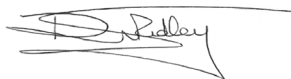
This post is an excellent opportunity to join our school at a very exciting time. We are looking for an ambitious individual who can inspire pupils and support the Humanities Department.

Dates

Application Deadline: Monday 20th March 2023

Interviews: Tuesday 28th March 2022

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley
Headteacher



JOB DESCRIPTION FOR HEAD OF HUMANITIES

Post:	Head of Humanities (History, Geography, Sociology)
School:	St Joseph's Catholic School
Salary Range:	TLR 2.1
Responsible to:	Assistant Headteacher
Contract Type:	Permanent

Job Purpose

In addition to the requirement of the class teacher and any other agreed responsibilities, to be accountable for the results of the subjects within the faculty (History, Geography, Sociology) and to hold accountable, develop and lead teachers of these subjects.

Areas of Responsibility and key tasks

- To agree and support the achievement of pupil progress targets in the subjects and to make a measureable contribution to whole school targets through effective target setting and monitoring.
- To support, facilitate and monitor the progress of the designated subject development plan to ensure it makes a significant contribution to the school development plan.
- To provide regular feedback for the subject teachers in a way which recognises good practice and supports their progress against appraisal objectives resulting in a tangible impact on student learning in the subject.
- To review and report annually on the standards of teaching and learning in the designated subjects.
- To consult with the designated subject teachers and assist with formulation, communication and monitoring of the school development plan to ensure concerns and ideas are considered and all staff understand the key school targets and the part they play in achieving these.
- To support and assist teachers to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- To provide regular progress updates to the SLT to ensure they are fully aware of all successes, issues and concerns in the subjects.
- To promote clear expectations and standards of both students and staff, through personal example and practice.
- To lead subject team meetings and brief the team on whole school issues and individual student progress.
- To act as a reviewer of appraisals for teachers of the subjects.
- To be responsible for consistency of standards and expectations in all teachers of the subjects, ensuring the school policies and procedures are implemented effectively.
- To ensure that teachers of the subjects are informed of subject developments and pedagogy at both local and national level.
- To effectively share and update data on student progress and attainment.
- To ensure that suitable professional development is accessed by teachers of the subject in line with appraisal targets and whole school priorities.
- To ensure that students are appropriately taught and prepared for external exams.
- To ensure that achievement is both promoted and celebrated through a positive subject ethos.
- To ensure that students' work is marked and assessed according to school policy and practice and that appropriate feedback is provided to ensure further progression.
- To oversee the reporting to parents of progress in the subjects and that this is punctually completed to published school timelines.
- To ensure that parents are informed and their child's progress, celebrating success and sharing any concerns that may arise which might affect progress in the subjects. To represent the subjects' views to the SLT as required. To liaise with the timetabler concerning the subjects' requirements.

JOB DESCRIPTION FOR HEAD OF HUMANITIES

- To develop, promote and ensure implementation of quality assurance of MTPs (Medium Term Plans) and LTP (Long Term Plans), teaching and learning as a result of lesson observations, monitor and evaluate the progress made towards achieving the subject area's development plans and targets via regular update to departmental SEF.
- To analyse results of external examinations and prepare reports as required.
- To record and use data on students' prior and ongoing performance to inform effective target setting and interventions and enable students to fulfil their potential.
- To assist in the implementation of school policies and procedures, for example equal opportunities, health and safety etc.
- To ensure the effective, efficient deployment of support and teaching staff to secure the best outcomes for learners.
- To have relevant and up to date knowledge of developments in the Humanities curriculum and a commitment to further developing representation and diversity within the subject.

This job description only contains the main accountabilities relating to the posts, and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

PERSON SPECIFICATION FOR HEAD OF HUMANITIES

Post	Head of Humanities
School	St Joseph's Catholic School
Pay Range	TLR 2.1
Responsible to	Assistant Headteacher
Contract Type	Permanent

	ESSENTIAL	DESIRABLE
Qualifications	• Qualified Teacher Status • A degree or equivalent in a related subject	• Further accreditation in leadership and management
Professional Development	• Recent relevant in-service training in Humanities-based subjects • Commitment to own professional development	• Further professional training
Experience	• Ability to teach and lead the teaching of PE-based subjects at KS3 and 4 • Excellent practitioner – evidence of outstanding lesson observations • Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages • Ability to inspire and motivate students of all abilities • Proven success in raising attainment	• Use of ICT in teaching • Experience of assessment for learning • Experience of managing an area of responsibility • Experience of managing change successfully
Knowledge and Skills	• Good knowledge of national and local initiatives in PE • Ability to analyse data • Use a variety of teaching strategies • Experience of monitoring and evaluating students' progress • Good communication and interpersonal skills • Ability to motivate, challenge and inspire staff • Excellent ICT skills	• Examination marking experience • Ability to work using own initiative • Proven ability to set and meet deadlines
Commitments	• Sympathetic to Catholic values • Professional and positive working relationships with staff and pupils • An understanding of the school's priorities in line with the Development Plan and Self Evaluation process	• Involvement in cross curricular initiatives and projects
Personal Qualities	• Enthusiasm & energy • Commitment to safeguarding and promoting the welfare of Children and Young people • Good health and attendance • Good organisation	

SCHOOL ETHOS

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which places our school as one of the top performing smaller educational establishments in the country.



STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



Saint Joseph's
CATHOLIC SCHOOL

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CHURCH ROAD

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