



A joint Catholic & Church of England Academy

## Job Description:

### Head of Humanities

<b>Reporting to:</b>	Vice Principal for Teaching and Learning
<b>Grade:</b>	Teachers' pay scale
<b>Salary:</b>	L4-8
<b>Responsible for:</b>	Academy teachers and other staff working within the Humanities curriculum area.
<b>Summary:</b>	The HOD will be responsible for standards and achievement within the curriculum area. The HOD will act as Leader of the curriculum area and take specific responsibility for teaching and learning within all key stages, together with the monitoring, tracking and intervention strategies for the entire curriculum area.
<b>Introduction:</b>	<p>As the leader of Humanities, you will play an important role in the leadership of the Academy, particularly in relation to raising standards and ensuring high quality teaching and learning.</p> <p>All HODs should actively follow and promote the mission, policies and standards of the Academy which require:</p> <ul style="list-style-type: none"> <li>• Supporting the ethos of the Academy which enables students to experience, develop and practise Christian values and living.</li> <li>• Displaying an enthusiasm for your subjects which motivates and supports other staff.</li> <li>• Displaying flair and creativity in engaging, enthusing and challenging groups of pupils.</li> <li>• Using your own classes as examples of high quality teaching and learning where students are enthusiastic and respond positively to challenge and high expectations.</li> <li>• Being fully committed to raising standards and improving the life chances of all our pupils.</li> <li>• Creating a culture which celebrates the positive and encourages all kinds of achievement.</li> <li>• Ensuring consultation, good communication and working in partnership</li> </ul>

	<p>with others.</p> <ul style="list-style-type: none"> <li>• Creating a caring and compassionate community, through being aware and responding to the needs of others.</li> <li>• Creating a happy, stimulating and ordered environment within which children can grow, develop and thrive according to their talents and abilities.</li> <li>• Leading by example, commitment and the highest standards of professional co-operation and integrity.</li> </ul>
<b>Leadership:</b>	<p>The Leader of Humanities will be responsible for and provide a clear direction for the work and development of the subject. The HOD will ensure the subject:</p> <ul style="list-style-type: none"> <li>• Has relevant data analysis available to inform faculty improvement planning.</li> <li>• Has clear aims and values which reflect the ethos and mission of the Academy.</li> <li>• Explicitly articulates the contribution it makes to the Academy Mission statement.</li> <li>• Identifies appropriate priorities and targets, takes the necessary action and reviews progress towards them.</li> <li>• Develops improvement plans for the subject/s in line with academy procedures.</li> <li>• Contributes to policies and practices which reflect the Academy's commitment to high achievement through effective teaching and learning.</li> <li>• Monitors progress and evaluates the quality of teaching and learning across the faculty.</li> <li>• Gathers the views of relevant stakeholders, including parents and pupils, and ensure they are used to evaluate and further develop the work of the area.</li> <li>• Provide parents with good-quality information about the area and particularly about pupils' progress.</li> <li>• Promotes good links with parents, including the use of home-school agreements.</li> <li>• Provide reports as required and ensure the Principal, SLT and Governors are well informed about policies, plans, priorities and targets for the subject areas.</li> </ul>
<b>Teaching and Learning:</b>	<p>Teaching and Learning is at the heart of the Academy's activities. The HOD is central to raising standards of attainment and achievement with the area.</p> <p>Within the specified area the HOD will:</p> <ul style="list-style-type: none"> <li>• Ensure progression and continuity in learning by supporting colleagues in choosing the appropriate sequence of teaching and setting clear learning objectives through an agreed scheme of work, developed in line with the Academy policies and procedures.</li> <li>• Establish clear targets for achievement in the subject/s and evaluate progress through the use of appropriate assessments, records and regular analysis of data.</li> <li>• Ensure an appropriate and up to date range of learning and teaching strategies are adopted within the subject teams through sharing good practice and advising on and monitoring classroom practice.</li> <li>• Evaluate the teaching and learning of the subject by the monitoring of teachers' plans, through lesson observation and work analysis.</li> <li>• Identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.</li> <li>• Ensure there is appropriate assessment of learning and progress.</li> <li>• Ensure staff use resources effectively particularly the use of new learning technologies.</li> <li>• Ensure Academy policy and any statutory instruments relating to the curriculum are observed for the subject/s in the area.</li> </ul>

	<ul style="list-style-type: none"> <li>• Initiate and lead curriculum evaluation and development within the curriculum area in line with Academy policy.</li> <li>• Contribute to cross-curricular themes and dimensions of learning as appropriate and providing relevant units or components of work to other curricular areas as may be required.</li> <li>• Ensure differentiated schemes of work are produced by the subject/s within the area and disseminated.</li> <li>• Promote good conduct and behaviour of students within the curriculum area.</li> <li>• Monitor the individual progress of students in the curriculum area and ensure effective intervention.</li> <li>• Develop and follow assessment and target-setting policies in line with Academy policy.</li> <li>• Advise on the aptitude and ability of students with regard to setting and other forms of learning organisation, subject options, external exams and transition to post-16 courses.</li> </ul>
<b>Progress and Intervention:</b>	<ul style="list-style-type: none"> <li>• To provide access to the curriculum for all pupils.</li> <li>• To monitor and implement a range of assessments to inform pupil intervention strategies.</li> <li>• To review and monitor the progress of individual students and review the impact of intervention strategies.</li> <li>• To monitor and review the effectiveness of provision.</li> <li>• To monitor the range of teaching and learning strategies adopted for students with Special or Additional needs.</li> <li>• To adopt best practice approaches to the use of pupil profile and IEPs.</li> <li>• To effectively communicate and disseminate assessment information to inform the planning process.</li> <li>• To liaise with a range of key staff including SENCO.</li> </ul>
<b>Management:</b>	<p>The HOD will line-manage designated staff and will keep up-to-date with developments in the subject areas.</p> <ul style="list-style-type: none"> <li>• Support teachers to achieve expertise in planning and teaching through, providing high quality professional development opportunities.</li> <li>• Provide clear feedback, good support and sound advice to others.</li> <li>• Provide examples of best practice, coaching and training to help others become more effective in their teaching.</li> <li>• Help others to evaluate the impact of their teaching on raising pupils' achievement.</li> <li>• Address appropriately the underperformance of staff within the curriculum area and keep the SLT fully informed.</li> <li>• Undertake the performance management of staff in line with Academy policy.</li> <li>• Ensure good delegation enabling the effective contribution of all staff to the work of the area.</li> <li>• Ensure effective induction of NQTs and other staff new to the area.</li> <li>• Ensure participation and engagement in the Academy Initial Teacher Education programme in line with Academy policies and procedures.</li> <li>• Ensure the effective and efficient acquisition and deployment of resources adopting best value principles.</li> </ul>
<b>General Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Undertake a specified timetable of teaching in line with Academy policies and standards.</li> <li>• To provide leadership that creates a supportive, innovative and high challenge culture.</li> <li>• To implement strategies for continued improvement, celebrate success and challenge under performance.</li> <li>• To contribute to the effective operation of the Academy, including attendance at meetings, events and activities as required.</li> <li>• To engage in continuous professional development and networking.</li> </ul>

	<ul style="list-style-type: none"> <li>• To maintain effective relationships with external agencies and associated schools and represent the Academy at external meeting.</li> <li>• To lead and chair designated meetings ensuring effective communication, consultation and delegation.</li> <li>• To manage resources creatively, effectively and efficiently to meet the priorities of the Academy.</li> <li>• To play an integral role in the extra-curricular provision of the faculty.</li> <li>• Work to ensure the health, safety and welfare of staff and students.</li> </ul>
<b>Procedures:</b>	<p>All the above duties and responsibilities are to be carried out as designated by the Principal and in line with the agreed policies and procedures of the Academy.</p> <p>This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and it's grading.</p> <p>There will be a review view of the Job Description as required and at least every two years. This may result in changes to designated roles and responsibilities in line with the emerging priorities of the academy.</p>

Signed:	Dated: