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| **JOB DESCRIPTION** | |
| **Job Details** | |
| **Post Title** | Head of Humanities |
| **Responsible to** | Assistant Principal |
| **Purpose of job** | |
| **OBJECTIVES:**  The Head of Department (HOD) will provide professional leadership and management of their curriculum area(s) in order to secure excellent standards of teaching, learning and achievement. The HOD will be committed to ensuring a climate of high expectations resulting in positive attitudes and high levels of motivation amongst staff and students.  Developing constructive working relationships and providing the best possible care lies at the heart of the Academy's ethos. Heads of Department are expected to support their staff in this venture, in overseeing the work of tutors in the department to maximise student growth and performance. The role of Heads of Department in the Academy is crucially important and comes with a high degree of autonomy and accountability in terms of curriculum design, planning, implementation and student outcomes.  In addition to the general duties of a teacher, as outlined in the job description for teachers at Brooke Weston, the Head of Department will undertake and be responsible for the following activities:  **MANAGERIAL ROLE:**   * Lead, manage and develop the curriculum area(s) in the department. * Keep up to date and react to national changes in the subjects. * Disseminate information, knowledge and research material relevant to the specialist areas. * Monitor and review the progress of students by maintaining exam results, test scores and by setting targets. * Accountability for the outcomes/standards at all Key Stages and all external examinations. * Participate, facilitate and lead discussions and development in departmental meetings. * Monitor the quality of teaching and learning and lead the quality assurance process. * Evaluate relevant assessment data and subsequent identification of area for development. * Establish a climate of high expectations and positive attitudes amongst students and staff. * Write and develop the FIP and write and/or lead to creation of MSI and Exams Analysis documents. * Induct and support new and trainee staff in the department. * Co-ordinate CPD activities for the department and individual staff acting as coach and mentor as appropriate. * Ensure effective Performance Management process for teachers and leads in the department. * Effective deployment of the departmental budget and resources.   **LEARNING AND TEACHING ROLE:**   * Provide a fully differentiated curriculum which inspires and engages students and supports the learning of students of all abilities. * Provide a range of academic and/or vocational routes for students at Key Stage 4 and Key Stage 5. * Demonstrate exemplary classroom practice modelling effective strategies with staff in order to develop them. | |
| **Purpose of the job (continued)** | |
| **ASSESSMENT AND REPORTING:**   * Utilise a range of formative and summative assessment techniques to monitor student progress. * Mark students work regularly providing clear targets for improvement. * Participate in preparing students for public examinations including the accurate assessment of students and the recording and reporting of such assessments. * Provide a termly report on the progress and attainment of students in your classes.   **MONITORING AND REVIEW:**   * Identify appropriate attainment targets for the department and individual teachers. * Monitor student progress and achievement against individual targets. * Identify and implement appropriate strategies to support students to achieve their target grades. * Implement appropriate quality assurance mechanisms to ensure excellent standards of learning and teaching. * Contribute to the annual whole Academy review and the self-evaluation process.   **LIAISON ROLE:**   * Communicate and consult with parents of students in relation to their academic progress and any behavioural concerns. * Attend parents’ consultation meetings to support the department and for the classes for which you have responsibility. * Liaise with SLT and subject leads within the department to ensure the effective and efficient delivery of the curriculum. * Liaise with SLT and subject leads within the department to ensure that Academy and departmental targets and improvement strategies are pursued and achieved. * Liaise with external agencies as appropriate to ensure the department is at the forefront of educational initiatives.   **STAFF DEVELOPMENT ROLE:**   * Participate in continuous professional development to ensure that staff have the skills and current knowledge in respect of their specialist areas. * Undertake training to keep informed about changes to the humanities curriculums and best practice. * Mentor NQTs and trainee teachers, including those to whom areas of the humanities is not a specialism. * Ensure teachers are supported in their individual professional development through the performance management process and effective planning and delivery of department areas of Academy training days.   **STUDENT CARE ROLE:**   * Promote and develop positive relationships with students * Undertake the role of tutor monitoring and supporting the development of the students in your tutor group. * Take responsibility for the overall academic performance of students in the tutor group against Academy targets. * Write an annual tutor report.   **OTHER DUTIES:**  Any other duties as deemed appropriate by the Principal. | |
| **Collegiate responsibility** | |
| In addition to the specific responsibilities of this post, every member of staff at Brooke Weston will commit to :   * *Providing a courteous and efficient service to students at all time* * *Using their influence with other staff and students to promote high standards of behaviour and order within the Academy* * *Working to maintain the Academy at the forefront of educational practice* * *Fostering and sustaining a culture of independence and creativity in all aspects of the Academy’s operation* | |
| **Performance Management** | |
| All staff will participate in Brooke Weston’s Performance Management Review scheme as outlined in the Trust’s pay and CPD policies. | |
| **Role Review** | |
| This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Executive Principal’s approval. | |