

HEAD OF FACULTY JOB DESCRIPTION

Job Title :	Head of the Humanities Faculty	RA :	4
Line Manager:	Director of Studies	Responsible for:	Humanities Faculty Staff

Purpose of Job

To provide professional leadership and management of the faculty in order to secure high-quality teaching, the effective use of resources and improved standards of learning and achievement for all students. To lead and support Upper School initiatives following consultation and agreement with the Head of Upper School and Director of Studies. These initiatives may take the form of leading a working party or developing an area related to the School Improvement Plan designed with the aim of supporting the individual Head of Faculty's own professional development.

Duties and Responsibilities

Main Duties

- Model and promote best practice in teaching and learning in the faculty
- Promote the development, implementation and evaluation of teaching and learning strategies to maximise student outcomes
- Monitor and evaluate all aspects of the work of the faculty and to respond appropriately to emergent issues
- Support and assure the development, purchase and use of appropriate, high-quality resources for learning and teaching
- Implement school policies and procedures
- Monitor (including the use of data) and follow-up student progress to support the identification of appropriate interventions where necessary
- Play a key part in the development and implementation of the School Improvement Plan (SIP), contributing in meetings for faculty leaders where required
- Keep up to date with both national and international developments in the pedagogy of subjects in the Faculty and promote and implement them appropriately
- Lead, in liaison with the relevant staff, the effective management of student transition from Year 5 to Year 6 and between the three phases in the Upper School
- Promote the development and provision of pathways to appropriate accreditation for Harrow International School Bangkok students
- Promote cross-curricular dimensions and the development of cross-curricular functional skills: literacy, numeracy and ICT across the faculty
- Be an exemplary role model in terms of the school's mission statement and core values. Proactively seek opportunities to reinforce and develop the core values with staff and students.

- Act on the following where required: staffing - leading, developing and enhancing the teaching practice of others, teaching, learning and assessment and communications.
- Play a full part in the life of the school community, support its distinctive vision and ethos and ensure staff and students follow this example.
- Undertake other reasonable duties as requested by the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

Requirements

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Experience of middle leadership
- Familiarity with the National Curriculum of England (plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of pupils
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience of working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be adjusted in the light of the business needs of the school.

HEAD OF HUMANITIES FACULTY JOB SPECIFICATION

About the Faculty

The Humanities Faculty is a successful, collegiate team, focused on stretching and challenging both its students and staff professionally. Students take a wide range of courses including geography, history, religious studies and travel and tourism. The members of the faculty come from a range of teaching backgrounds which contributes to a stimulating mix of ideas and influences.

About the Curriculum

The humanities curriculum teaches essential and transferable learning skills through a wide range of challenging subjects during the Prep Phase (Years 6-8) and Shell (Year 9). Our students are encouraged to think critically, to analyse and interpret information and to develop their own understanding and opinions which they are able to communicate with clarity and coherence. During Remove (Year 10) and Fifth (Year 11) students prepare for IGCSEs in Geography, History and RS, depending on their option choices. At A Level we offer Geography, History and Travel and Tourism and currently use CIE for all subjects with the exception of RS which is examined using AQA. This academic year sees the launch of High Performance Learning at Harrow Bangkok and the Humanities Faculty is beginning its preparations towards supporting the school's accreditation.

Outcomes

The Humanities Faculty has enjoyed a continued growth in academic outcomes over the last three years at both IGCSE and A Level. Last year at IGCSE, 67% of students gained A*/A grades in History, 60% A*/A in Geography and 18% A*/A in RS. At A Level 50% of students gained A*/A grade in Geography, 36% gained A*/A in History and 33% gained A*/A in Travel and Tourism.

Aptitude or experience in the following areas would be an advantage

- Modelling outstanding teaching and learning and leading meetings with a teaching and learning focus
- Leading the curriculum in a culture of continuous improvement
- Leading department or wider whole school initiatives
- Managing staff performance including conducting lesson observations and giving constructive feedback
- A willingness to offer and coordinate subject-related extracurricular after school activities
- A willingness to organise revision opportunities or booster lessons for students outside of normal teaching hours (at lunchtimes and/or after school)
- Ordering resources and keeping track of budgets
- Working in an environment with a significant number of EAL students
- Teaching a humanities subject up to A Level with a reputation as an outstanding classroom practitioner. For external candidates, a historian is preferred.

*Harrow International School Bangkok is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*