Dallam School

# Head of Humanities

**TLR 1B**

Job Description

The job descriptions of Heads of Faculty may be revised annually by negotiation and as part of the appraisal process. It is anticipated that there will be regular amendments to job descriptions to allow for professional development and to accommodate the changing needs of the school.

All Heads of Faculty job descriptions carry both strategic and operational responsibilities.

Many aspects of the job description carry line management responsibilities. It is the post holder’s responsibility to ensure that those they line manage are able to carry out their duties. This will be achieved through regular monitoring meetings. If it is felt that duties are not being effectively carried out it will be the Head of Faculty’s responsibility to instigate measures for support and training and report progress to the Head. i.e. the Head of Faculty is accountable for the work done by those they line manage as well as for student outcomes within the faculty.

The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time to time.

Purposes of the Post

The Head of Faculty will have primary responsibility for the outcomes of students within the subjects of History, Geography, RS, and at Post Sixteen Psychology, Travel and Tourism and Criminology.

Leadership and line management of the subject leaders as well as driving forward curriculum development and a wide range of extra-curricular opportunities will be key to this role.

Relationships and Responsibilities

1. The post holder is responsible in the first instance to the line manager and the Deputy Head (Learning and Teaching).
2. The post holder will act as mentor and advocate for TLR holders they line manage. Any relevant issue will be reported back to the SLT line manager. The role will include:

* Supporting TLR holders in interpreting data and target setting and value added
* Advising on self-evaluation and monitoring
* Advising on Learning and Teaching
* Advising on appropriate intervention strategies.

1. The post holder is responsible for the teaching and non-teaching staff allocated to work in their subject areas.
2. The post holder also interacts on a professional level with colleagues and in particular with other senior staff in order to promote mutual understanding of the subjects within the school curriculum and with the aim of raising standards through improving the quality of leadership and management and learning and teaching within the college.

In addition to the duties of a classroom teacher the main employment duty attached to the post is to take responsibility for the leadership and management of History and the line management of other subjects within the faculty:

1. Playing a major role in ensuring that the school’s overall curriculum is complementary and co-ordinated.
2. To identify developments and targets for inclusion in the School Improvement Plan and to evaluate their implementation.
3. Membership of the Curriculum Leaders group.
4. Lead the review, construction and resourcing of the curriculum by ensuring the subject(s) is/ are planned, implemented and reviewed within the framework of current national and school policies and that appropriate syllabi and schemes of work are established, evaluated and developed.
5. It is the post holder’s responsibility to keep abreast of subject specific requirements and ensure they are adhered to. This relates to curriculum development and OfSTED requirements.
6. Ensuring that subject policies on Assessment for Learning, Learning and Teaching and Behaviour for Learning are drawn up and implemented, consistent with school policy.
7. To take an active role in self-evaluation, regularly observing the work of colleagues and providing opportunities for on-going feedback and reflection on the nature of teaching and learning.
8. To provide support for other post holders within the faculty.
9. As a senior member of staff contributing to the selection for appointment and professional development of teaching and non-teaching staff.
10. Acting as a focus and an initiator for staff and curriculum development in their curriculum area and on a broader front to support school and departmental priorities and the personal development of staff.
11. Leading meetings of teachers within the curriculum area as required.
12. Representing or arranging for subject representation at all appropriate meetings in school and with other agencies.
13. Identifying, arranging, organising and supporting such inter-disciplinary and cross-curricular courses and activities as may be appropriate.
14. Co-operating with the appropriate Assistant Head in developing links with feeder primary schools, Dallam School Sixth Form, other 16+ centres and local employers.
15. Appropriate liaison with other colleagues in all matters concerned with the time-table, curriculum, student groupings, examinations and related matters.
16. Overseeing the budget setting process and allocating subject capitation.
17. Identify and provide for staff training and development needs.
18. Ensuring that subject stock and equipment are well cared for, economically and effectively used.
19. Liaison with other schools, professional organisations etc. to investigate and share good practice.

Health and Safety of students and staff.

The Head of Faculty is expected to foster a lively and enthusiastic atmosphere within the subject(s) for both staff and students. To ensure that the subject rooms present a stimulating environment and to arrange, promote and support such activities as will enhance students’ awareness of the subjects and thus enrich the life of the school. The Head of Faculty will also ensure that all required risk assessments are in place.

Signed…………………………………………………… Date………………………………………