



## JOB DESCRIPTION & PERSON SPECIFICATION HEAD OF Subject



**Post:** Head of Humanities Subject  
**Hours of Work:** Full Time, Permanent  
**Responsible to:** Vice Principal  
**Base:** Parkfield School, Hurn, Christchurch.

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### PRINCIPLE PURPOSE OF THE ROLE

- To lead a Humanities subject department and to teach the subject
- To work alongside the Head of Humanities to promote your subject throughout the school
- To ensure that the teaching of the subject is of the highest quality
- The post-holder may be expected to teach a second subject
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying your subject, in accordance with the aims of the School and the curricular policies determined by the Local Governing Body and the Principal.
- To develop and enhance the teaching practice of other staff in your department / faculty.
- To monitor and support the overall progress and development of students as a manager and leader within the curriculum area and as a Community Leader.

All teachers are required to carry out the duties of a teacher as set out in the current School Teachers' Pay & Conditions document and the national Teachers' Standards level of practice.

### Operational/Strategic Planning

1. To be responsible for the delivery of the subject's curriculum throughout the school and the management of a team of teachers and support staff
2. To develop and support strategies to encourage students to choose to study the subject at GCSE.
3. To organise student grouping within the subject area
4. To contribute significantly to the school's planning (both short and long term) and provide leadership for whole-school developments by taking responsibility for whole-school initiative(s)
5. To provide leadership and create enthusiasm for teaching among members of the department, to develop teamwork and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide a copy of the notes of departmental meetings
6. To define and develop subject curriculum policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally.
7. To produce and revise the department handbook
8. To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings.
9. To liaise with the examinations officer as necessary over external examination entries

### Leading and managing staff

1. To ensure that appropriate performance management arrangements are in place and maintained in the subject area and that a robust programme of professional development is designed and maintained (this to include provision for support staff and non-specialist teachers)
2. To assist in the recruitment of new staff and to be responsible for the induction of new staff
3. To monitor regularly the work of department members, ensuring that they are following the correct specifications and adhering to policies, including marking, and schemes of work and observing their teaching
4. To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles

### **Information and Data Management**

1. To contribute to an annual department review with the Head of Humanities
2. To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date
3. To use data effectively to identify students who are underachieving in the subject and create plans of action with target setting

### **Teaching and Learning**

1. To develop innovative, traditional and non-traditional approaches to the subjects in the curriculum area in order to ensure appropriate access and achievement for all students
2. To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the subject areas
3. To ensure cover work is set for absent staff
4. To teach, where necessary and subject to negotiation, outside of individual subject specialism
5. To ensure that the department is up to date with the implementation of school policies
6. To ensure the development of students' literacy, numeracy and oral communication through the subject where relevant
7. To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the students' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all students and monitoring assessment, recording the reporting at all levels
8. To promote teaching and learning styles which stimulate students' interest and involvement in learning.

### **Communication and Liaison**

1. To attend parental consultation sessions and keep parents informed about their child's progress
2. To promote extra-curricular activity throughout the school
3. To represent the department at curriculum leaders' meetings and to contribute to curriculum development and other relevant whole-school development (planning and implementation)
4. To disseminate relevant information to members of the department
5. To encourage appropriate links across the curriculum, between departments and phases, and with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes and contributing to enrichment as appropriate within the department.
6. To organise and manage the department budget and resources to ensure the efficient and effective use of all resources to maintain a stimulating environment within the department
7. To be responsible for department administration

8. To contribute to the termly school newsletter in terms of the subject and/or extra-curricular activities

### **General Responsibilities**

1. To participate in the school's staff development (CPD) programme
2. To continue personal development in relevant areas especially subject knowledge and teaching methods
3. To engage actively with the school's performance management and CPD programme
4. To ensure, where appropriate, the effective deployment of classroom support including assuming responsibility for liaising with and organising the work of teaching assistants linked to the faculty
5. To work as a member of a team, positively contributing to effective working relations within the school
6. To communicate, where necessary with parents and external agencies, following the school's staff communication policy, including promptly responding to communication as outlined in the school's directed time policy
7. To attend open evenings, parents' evenings and other whole-school events
8. To attend staff briefings
9. To take part in the arrangements for appraisals and observations
10. To undertake duties as detailed in the rotas, timetables and key dates publication
11. To undertake any other duties as the Principal or senior leadership team may reasonably require
12. To adhere to the expectations laid out in the teacher standards, in terms of teaching and professional conduct

### **Health and Safety**

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department area are in-line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

### **Other duties and responsibilities**

Any other duties commensurate with the general level of responsibility of the post that the Principal may from time to time ask the post-holder to perform.

These duties may be modified by the Principal, with agreement, to reflect or anticipate changes in the job.

Parkfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

## **PERSON SPECIFICATION**

The following person specification outlines the key skills and experience required for this position.

The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>WHERE IDENTIFIED</b>
<b>QUALIFICATIONS</b>	<p>Qualified Teacher status</p> <p>Graduate in relevant subject level and DfE recognised</p>	<p>Commitment to continue further study or professional development</p> <p>Evidence of continuing professional development including working towards or attainment of NPQs</p>	Application
<b>KNOWLEDGE</b>	<p>Knowledge of national curriculum requirements at KS3 and KS4</p> <p>Understanding of theory and practice of effective teaching and learning</p> <p>Knowledge of guidance and requirements around safeguarding policy and practice</p> <p>Understanding of the importance of having high expectations for all students both of behavior and academic achievement</p> <p>Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including SEN, EAL and high achievers</p> <p>Knowledge and experience of writing lesson plans, developing resources and assessing students' work</p>		
<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>WHERE IDENTIFIED</b>
<b>EXPERIENCE</b>	Successful teaching experience (can be teaching practice) at secondary level	Working within all through	Application Form

		schools or primary and secondary settings	References Interview Lesson observation
<b>SKILLS &amp; ATTRIBUTES</b>	<p>The ability to demonstrate, understand and apply the school's values, behaviours and curriculum principles</p> <p>The ability to demonstrate skills and commitment to perform the role in alignment with the national Teachers' Standards level of practice</p> <p>The ability to create a motivating and safe learning environment for all students</p> <p>The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school</p> <p>The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff</p> <p>Good level of ICT skills</p> <p>Good communication skills both writing and speaking.</p> <p>Excellent time management skills and the ability to prioritise and meet deadlines under pressure</p> <p>Ability to encourage students in developing self-esteem and respect for others</p> <p>Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels</p> <p>Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels</p> <p>A positive role model for students</p> <p>A positive approach to hard work</p> <p>Passion for teaching own subject</p>	Collaborate and network with others within and beyond the school	<p>Application form</p> <p>References</p> <p>Interview</p> <p>Task</p>

	<p>specialism</p> <p>Patience sensitivity and understanding with the ability to remain calm in stressful situations</p> <p>Open to change, flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</p> <p>Awareness of and commitment to equal opportunities and valuing diversity</p>		
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