

### Job Description

Post Title: Director of humanities & MFL	School: James Calvert Spence College		Office Use  JE ref:
Scale: Leadership Scale 4 - 8	Home base: required to work across both sites		
Responsible to: Assistant Headteacher	Date: March 2021	Manager Level: Director	
Job Purpose: To be accountable for the quality of provision and outcomes in humanities & MFL throughout the school			
Duties and key result areas:			
General <ul style="list-style-type: none"><li>To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with school policies, schemes of work and the National Curriculum.</li></ul>			
Generic Responsibilities <ul style="list-style-type: none"><li>To raise standards and student outcomes in humanities &amp; MFL</li><li>To be an effective leader for the teaching and learning within the directorate</li><li>To ensure at least good student progress for all students</li><li>To lead, develop and enhance the teaching practice of others within the directorate</li><li>To be accountable for leading, managing and developing the humanities &amp; MFL provision</li><li>To have line management responsibility for the teaching staff within the directorate</li><li>To analyse data effectively, reporting to line manager and governors on trends and outcomes</li><li>To use data analysis to ensure gaps are closed between groups of students</li></ul>			
Specific Responsibilities <ul style="list-style-type: none"><li>To lead colleagues teaching humanities &amp; MFL</li><li>To performance manage the second in humanities &amp; MFL to ensure their responsibilities are discharged to a high level</li><li>To promote high quality teaching and learning practices</li><li>To be accountable for the strategic leadership, management, student outcomes and development of staff in the directorate</li><li>To produce, update and review the humanities &amp; MFL self-evaluation documentation and development plan</li><li>To represent the humanities &amp; MFL departments' interests to the whole school and to represent the school's interest to the humanities &amp; MFL departments</li><li>To devise and implement strategies which lead to the achievement of the aims of the School Development Plan</li><li>To develop the humanities &amp; MFL curricula to best meet the needs of the students at JCSC</li><li>To keep up to date with the latest subject knowledge and national policy relating to humanities &amp; MFL teaching and qualifications</li></ul>			

**Whole School Responsibilities**

- To ensure the curriculum and teaching provision in humanities & MFL from years 5 to 13 are of an extremely high quality
- To make a significant contribution to school improvement, planning and evaluation
- To take responsibility for an agreed area of the school, maintaining order and assisting in pastoral issues as and when necessary

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the federation: the pay level has been established on this basis.

**Work Arrangements**

Transport requirements: Able to meet the transport requirements of the post.

Working patterns: As identified in the relevant Teachers' Pay & Conditions Document

Working conditions: