

# JOHN TAYLOR HIGH SCHOOL

## Job Description – Head of Faculty - Humanities

### (TLR 1.1)

**Reporting to:** Headteacher / Deputy Headteacher / AHT (T & L)

**Responsible for:** Subject Leaders. (Assistant Head of Subject; Subject teachers)



### Core Purpose

- To take lead responsibility for providing leadership and management for the Humanities Faculty to secure:
  - High-quality teaching
  - Improved standards of learning and achievement for all
  - Effective use of resources
- To work with the SLT to create a strategic vision and identify subject level priorities and ensure the consistent focus on these from the Subject Leaders within their faculty
- To support and promote the school's vision and values through their leadership role.

### The Head of Faculty will:

- **Effectively fulfil all responsibilities as outlined in the 'Subject Leader' job description for RS and act as a role model for good practice to other middle leaders.**
- Promote a culture of 'Striving for Personal Excellence' and ensure a consistent faculty approach in order to ensure that every student can realise their full potential.
- Work with the SLT and their subject leaders to ensure the vision and values of the school and Trust are clearly and effectively communicated to staff, students, parents and the wider community.
- Work with the SLT to determine and implement the whole school *subject level* improvement priorities in line with whole school improvement priorities.
- Monitor and evaluate subject level Department Improvement Plans and Raising Achievement Plans within their faculty.
- Effectively utilise progress data analysis to support DIP and RAP in order to ensure that all students reach personal excellence in their academic studies.
- Provide expert and committed support for their Subject Leaders.
- Uphold the school values: respect, integrity, perseverance and kindness at all times, in the leadership of Humanities.
- Ensure whole school behavioural expectations are modelled and upheld across their faculty, acting as a strong role model to all staff members.
- Keep abreast of the national and local agenda and statute for all areas relevant to responsibilities.
- Be fully committed to their own professional development from a subject and pedagogical knowledge aspect, as well as from a leadership perspective.

### Key Responsibilities

#### **Strategic direction**

- Work collaboratively with SLT and other Faculty Leaders to develop and implement strategic priorities at a subject level in line with identified whole school improvement priorities.
- Work collaboratively with SLT and other Faculty Leaders to develop and implement policies in line with our school's commitment to high-quality teaching and learning.
- Ensure that whole school and subject level priorities are reflected within subject level action planning and monitor the successful implementation of these plans.

- Have a good understanding of how well all subjects within the faculty are being delivered and the impact this has on pupil achievement
- Use this understanding to feed into the whole school improvement plan and guide strategic planning across all faculties
- Support subject leaders in creating appropriate development plans where required for subject and/or student improvement where required and then monitor their successful implementation.

## **Leading the curriculum**

- Work with subject leaders to develop and review the vision, aims and purpose for each subject area within the faculty
- Have an evaluative overview of curriculum planning and sequencing across all subject areas and support subject leaders in their work in planning, delivering and evaluating their curriculum provision.
- Ensure that appropriate links to careers and other work-related skills are fully embedded across schemes of work across all key stages in line with whole school CEIAG priorities.
- Support subject leaders in creating a suitable and effective subject level assessment system to include assessment creation and moderation.
- Have an overarching responsibility for pupils' achievement and standards in the faculty area

## **Leading and managing staff**

- Establish an effective team of subject leaders and hold regular meetings to keep staff informed on any developments or changes
- Provide support to subject leaders as required to ensure the successful completion of all aspects of their subject leader role.
- Monitor teaching and learning via evaluating subject level Quality Assurance programmes in collaboration with subject leaders
- Monitor behaviour and attitude to learning across the faculty, providing appropriate support and guidance where required.
- Use the above process alongside performance management procedures to identify training needs and facilitate continuing professional development (CPD) for subject leaders from a subject and pedagogical knowledge aspect, as well as from a leadership perspective.

## **Efficient and effective deployment of resources**

- Work with SLT and subject leaders to evaluate provision and use of resources, particularly IT, with the aim of enhanced learning and reduced teacher workload.
- Work with subject leaders where required to obtain best value from resources both with regard to procurement and effective use.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will be expected of this role. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

Category	Essential	Desirable	Evidence
Qualifications			
Qualified teacher status	✓		Application Interview References
Qualified to degree level	✓		
Relevant leadership experience	✓		
Relevant middle leadership qualification		✓	
Experience, Knowledge & Understanding			
Recent experience as a middle leader of a secondary school	✓		Application Interview References
Expert knowledge of the National Curriculum, particularly the Humanities curriculum	✓		
Experience of working in a multi-academy trust environment		✓	
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	✓		
Ability to plan and deliver high quality lessons appropriate to the needs of all students	✓		
Awareness of local and national organisations that can provide support with delivering the subject	✓		
Knowledge of effective technologies to support teaching, learning and assessment	✓		
Knowledge and understanding of the use of data to support raising student progress and achieving personal excellence for all	✓		
Experience of managing a budget to achieve best value linked to educational priorities	✓		
Understanding of effective use of a variety of resources to support curriculum planning, delivery and student learning	✓		
Skills, Abilities and Attributes			
Excellent communication and interpersonal skills, effective with all stakeholders	✓		Application Interview References
A commitment to getting the best outcomes for all pupils	✓		
A desire to uphold and promote the vision and values of the school	✓		

Ability to communicate a vision, inspire others and build effective teams	✓		
Ability to think creatively, to anticipate issues, address problems and pursue opportunities.	✓		
Ability to work under pressure and prioritise effectively	✓		
Readiness to seek and respond to advice and guidance.	✓		
Expert people management and leadership skills; to lead by example.	✓		
Determination to promote equality of opportunity throughout all aspects of school life.	✓		
Ability to set, expect and monitor excellent standards.	✓		
Strong ability and drive to achieve challenging personal and organisational goals.	✓		
Evidence of having undertaken recent and relevant continuous professional development and to demonstrate the impact of this in the work practice.	✓		
<b>Other</b>			
The post holder will be subject to an Enhanced Disclosure and Barring Service (DBS) check	✓		Application Interview References
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** April 2022

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_