



SET IXWORTH JOB DESCRIPTION

HEAD OF HUMANITIES

Line Managers job title:	Headteacher
Salary:	MPS/UPS + TLR
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	100

THE POST

SET Ixworth is a member of the Seckford Education Trust (SET).

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Head of Humanities.

- The leadership, day-to-day management and high standards of Head of Humanities along with the setting, development and implementation of policies, plans, targets, practices and procedures related to Subject Leadership within the context of the vision, ethos, aims and goals of the Trust;
- To lead, develop and enhance the provision of whole school Humanities to ensure that all students' progress beyond the expected rate of progress;
- To effectively appraise, performance manage, line manage and deploy teaching and support staff as appropriate within the English area;
- Undertaking responsibilities as a member of the Middle and Extended Leadership Teams of the school.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of the Head of Humanities are:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;

- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Head of Humanities are:

- Have a qualified teacher status

JOB SPECIFICATION

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Leadership and Management of HUMANITIES

- Lead and manage staff and students in your subject area in order to inspire, raise aspirations and achievement and achieve the vision and aims of the Trust;
- Be a role model and outstanding classroom practitioner who consistently demonstrates the highest standards of delivery and progress for students;
- Be aware of and implement all relevant Trust and school policies in your subject area;
- Develop plans for the subject which identify clear targets, timescales and success criteria for its development and / or maintenance in line with the school's Raising Achievement Plan;
- Be responsible for the delivery and success of the Key Stage 3 and 4 schemes of work and curriculum in your subject area;
- Undertake self-evaluation activities in the subject area as outlined in the Trust Self-Evaluation Policy;
- Be responsible for quality control in your subject area by collecting and analysing all data available on student progress in the subject, linking these to the school assessment and reporting calendar and systems;
- Ensure that students show progress through sustained and consistent improvement in their subject knowledge, understanding and skills in relation to prior attainment;
- Use relevant school, county and national data to inform targets for development and further improvement for individuals and groups of students;
- To inform parents / carers, colleagues, Trustees and governors of the progress of students and the work of the subject and ensure that reporting to parents / carers is

- undertaken on time and in line with school policies and procedures;
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes;
- Ensure students understand the key ideas in the subject at a level appropriate to their age and stage of development;
- Set high standards for the compliant behaviour and behaviour for learning of students and provide 'front line' support to subject staff in all disciplinary matters in line with the Trust Behaviour Policy;
- Work closely with the Inclusion Team on matters concerning students who are identified as being part of a significant or vulnerable group or group with identified needs and the effective deployment of HLTAs, TAs and with IEPs;
- Liaise with parents / carers and outside agencies as and when appropriate to meet student needs;
- Play a leading role in the Continuing Professional Development of staff in your subject area and be accountable for the dissemination of training to members of the department;
- Run effective subject meetings and encourage the involvement of the team of subject staff in discussions concerning subject delivery and organisation, and provide the Headteacher, Assistant Headteacher (Learning and Teaching) and your line manager (if not one of those members of the SLT) with copies of the minutes of these meetings;
- Be accountable for the subject budget and the appropriate and judicious expenditure of subject allowances, ensuring that any given budget is not exceeded;
- Prepare when requested, a budget plan for the future requirements of the subject;
- Make recommendations on the timetable to the Assistant Headteacher;
- Advise the Headteacher, and be involved in, the recruitment and appointment of staff to the subject area;
- Attend Leadership Team and Middle Leadership Team meetings and ensure the content and outcomes of the meetings are reported back where relevant, to subject staff;
- To take lead, when appropriate, in the development of extra-curricular activities and the Enrichment programme in school;
- Be aware of and ensure that the school is meeting the 'good' and 'outstanding' criteria in the Ofsted Evaluation Schedule;
- Make the necessary examination entries for your subject areas with the Examinations Officer;
- Ensure adherence to the Trust Homework Policy and undertake regular monitoring of the homework provision in your subject area;
- Prepare for and attend a yearly 'Subject Leader Interview' with Senior Leaders to assess progress of students in your subject area;
- Share good practice across the school and Trust;
- Take responsibility for the well-being of all staff and pastoral care of students in your subject area;
- Ensure an appropriate induction programme for new staff into your subject area and excellent support for those members of staff who may teach in the subject area as part of their teaching duties and who may be non-specialist.

Appraisal, Performance and Line Management

- To act as line manager for teaching and support staff where relevant to your subject area or wider leadership responsibilities as a member of the Extended Leadership Team, undertaking performance management reviews yearly in conjunction with the Trust's policies and procedures;

- Ensure all members of staff for whom you are accountable have clear targets for personal and professional progression in their work and know how their progress towards those targets will be assessed (in line with Trust policies);
- Review the job descriptions for teaching and support staff when requested by the Headteacher;
- Undertake regular evaluation of staff progress towards agreed improvement objectives through the Trust's appraisal, performance management and line management policies, practices and procedures;
- Utilise the Trust's observation procedures to monitor pastoral care, behaviour for learning, practice of staff and students, and follow up observations with a discussion on progress and areas for improvement;
- Contribute positively to your own appraisal, performance management and line management.

Responsibilities as a Member of the Middle/Extended Leadership Teams

To promote the vision and aims of the Seckford Education Trust.

To provide professional leadership and management to secure:

- Improvement in achievement and attainment for all students;
- Raising of aspirations and standards of learning and teaching;
- High quality provision of all services;
- Effective strategic direction, leadership and management at all levels;
- Effective deployment of resources;
- A safe and healthy environment for members of the school community; and
- Outstanding levels of compliant behaviour and behaviour for learning.

To directly assist the Headteacher with:

- Determining, planning and implementing the direction of whole school issues within Trust frameworks;
- Meeting student and staff needs on a day-to-day basis;
- The supervision and control of student behaviour (compliance and behaviour for learning) around school at all times;
- Being a presence around school: a role model to all.

Generic expectations of all members of the Leadership Team:

- Act with professional integrity at all times;
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work;
- Identify and improve those areas relevant to your role which need to move from good to outstanding;
- Maintain those Trust policies and procedures relevant to your area and update whenever required;
- Be present where required at meetings, performances and other functions / events;
- Where requested to do so, attend Trust and Local Governing Body meetings to inform trustees of issues related to your role;
- Undertake a proactive part in:
 - Those activities that are part of the self-evaluation of the school;
 - Casual and formal checking of uniform;
 - Being a presence around school;
 - Appraisal, performance and line management systems;

- Student voice and the 'Young Leaders' scheme.
- Set an example in undertaking a regular commitment to duties and the assembly rota;
- Work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership decisions;

With regard to Leadership Team meetings;

- All members are expected to be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the Headteacher (or Deputy Headteacher in the absence of either);
- All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Headteacher. A consistent message should be given to staff and students at all times;
- When requested to do so by the Headteacher or Deputy Headteacher prepare and present reports on progress / issues related to areas of accountability and responsibility;
- Traverse the conflicting expectations of transparency and confidentiality.
- Attendance at Trust Network Meetings during the year;
- At all times work as one team with the staff. Avoid the 'them and us' ethos;
- Undertake specific tasks reasonably delegated by the Headteacher or Deputy Headteacher from time to time.

Planning

- Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.
- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment.
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.

Teaching

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.

- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
- Use assessments of pupils' progress to inform future teaching.
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.

Managing pupils

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	Full time

The post-holder will be auto enrolled to join the Teachers pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.