

JOB DESCRIPTION – Head of Humanities



Core purpose

Strategic direction and development of the department with the support of the SLT link, having a vision for the department which motivates and supports other staff and encourages a shared understanding of the contribution the department can make to all aspects of students' lives; to be accountable for leading, managing and developing the department, to raise standards of student attainment and achievement within the department and to monitor and support student progress.

Teaching, Learning and Standards

The main accountabilities are:

- to use attainment data provided by the Academy to monitor the progress of students taught in the department. To ensure that effective use is made of data to set targets for achievement in the department
- to monitor the progress of students and identify underachievement. To ensure that programmes of support are in place to maximise the potential of all students
- to ensure that individual learning targets are set for all students
- to ensure that classroom expectations are enforced across the department and that the Behaviour Policy and Rewards Policy to support learning are implemented
- to monitor and evaluate teaching and learning in accordance with the Academy policy, including classroom observation and sampling of student work and how it is marked by colleagues
- Liaise with partner schools/other schools, higher education to benefit the department and students

Leading and Managing Staff

The main accountabilities are:

- to lead, manage and co-ordinate the work of the team encouraging the process of team building and providing training and development where necessary
- to keep informed of current issues relevant to the department as well as wider educational issues and provide information for colleagues during department meetings as is appropriate
- to keep up-to-date with relevant new developments, liaise with colleagues and provide INSET as required
- to oversee and support the professional development of departmental staff
- to monitor and advise staff on appropriate professional conduct
- to induct new staff to the department including newly qualified teachers in accordance with academy policy and to oversee the work of initial teacher trainees as appropriate
- to represent department views through attendance of appropriate meetings and to provide appropriate feedback
- to ensure that cover work is provided for classes where teachers are absent and support the work of members of staff covering in teacher absence within the department
- to assist colleagues and in managing the behaviour and discipline of students

- to undertake performance management reviews and appraisal, as required
- to be involved in the interview process for teaching staff, as required
- where appropriate, deploy and manage departmental support staff/technicians
- to coordinate an extra-curricular programme for the department and ensure it is shared with the wider academy

Improvement planning, monitoring and evaluation

Main accountabilities are:

- to prepare an annual improvement plan and staff development plan for department in accordance with the planning cycle and taking into account the Academy's Improvement Plan
- to lead the development of appropriate syllabuses, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the department area
- to implement academy policies and procedures
- ensure the effective operation of quality control systems implementing the Academy's quality procedures and ensure adherence by the department
- ensure the department's quality assurance procedures meet the requirements of self-evaluation and the Academy Improvement Plan
- make use of analysis and evaluate performance data
- identify and take appropriate action on issues raising from data, systems and reports, reviewing progress on the action taken
- produce reports on examination performance, meet with SLT link and, when required, provide the Governing Body with relevant information relating to departmental performance
- ensure effective communication/consultation as appropriate with parents of students
- to coordinate and oversee the work of other TLR holders within the department

Efficient and Effective Deployment of Resources

The main accountabilities are

- manage the department budget
- to ensure the Academy's Health and Safety Policy is implemented and monitored, including appropriate risk assessments when necessary
- to oversee the ordering, maintenance and accountability for the teaching and learning resources
- to maintain and regularly update the inventory of equipment and audit on an annual basis
- to ensure that all classrooms and corridors in the department teaching spaces have displays of material including students' work that are regularly updated
- work with the SLT in order to ensure the department teaching commitments are effectively and efficiently timetabled and roomed

PERSON SPECIFICATION – Head of Humanities



Attributes	Essential	Desirable	How assessed
1. Qualifications and training	Qualified Teacher Status. Evidence of a strong further professional development record.	Awareness of National Standard for subject leaders/attendance at relevant INSET. NPQML	Application form References Letter of application
2. Experience	Evidence of effective teaching. Current successful teaching and curriculum development.	Experience of responsibility	Application form References Interview Letter of application
3. Knowledge and Competence	Subject expertise. Demonstrates the ability to lead by example. Promoting and developing strategies for good behaviour, relationships and the celebration of achievements. Budget management and the efficient use of resources. IT literate.	Subject specialist knowledge at relevant level. Sound knowledge of current national policies and relevant details for inspection. Sound understanding of monitoring and evaluation of performance. Knowledge of staff appraisal and performance review.	Application form References Interview Letter of application Teaching Task
4. Understanding	Awareness of contemporary issues relating to subject knowledge. Understanding the processes of leadership and direction e.g. in formulating policy and developing practice. Experience of working with external support services. Understanding of the relevant Codes of Practice and related procedures.	Working with Governors. Setting targets for the Academy and individual pupils. A range of strategies aimed at improving the quality of education and pupil achievements.	Application form References Interviews Letter of application Presentation
5. Skills	Able to communicate effectively orally and in writing. Able to form good relationships with adults and pupils. Able to work collaboratively within a team and, when necessary, resolve conflict. Able to lead and direct the work of other adults. Able to complete agreed tasks to the set timescales. Able to accept and take responsibility and make and communicate decisions and instructions with clarity.	Well organised and efficient.	Application form References Interview Letter of application Presentation Teaching Task
6. Other qualities	Able to articulate personal aspirations for professional and career development. Able to work under pressure and show initiative. Sensitivity to the needs of others using tact and diplomacy.	A strong motivation to succeed. Effective problem solver. Commitment to finishing tasks.	Application form Interview