

## HEAD OF HUMANITIES

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### JOB DESCRIPTION

**Job Title** : Head for Humanities  
**Responsible to** : Assistant Headteacher  
**Responsible for** : Humanities Faculty

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

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#### 1. TITLE AND GRADE OF POST

Head of Humanities – Main Pay Scale / Upper Pay Scale (Dependant on Experience) plus TLR 1.2 £11,766.

#### 2. PURPOSE OF THE JOB

To lead the faculty of Humanities, teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher. Continue in the development of appropriate syllabi, materials and schemes of work as required. Maintain rigour in management and leadership of our Head of Departments within the Humanities department.

#### 3. RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters, to the Senior Assistant Headteacher in respect of curricular matters and the Heads of Year in pastoral matters.

#### 4. LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

#### 5. PARTICULAR RESPONSIBILITIES

The main duties of the post will include:

- a) **To lead and manage the Heads of Departments of Geography, History and Religious Studies**
- b) **To be accountable for all attainment in Humanities at Key Stage 3 and 4.**
- c) **To lead the Head of Departments in developing the curriculum provision in History, Geography and Religious Studies.**
- d) **To lead the Heads of Departments in achieving improvements as noted in the School Improvement Plan**
- e) **Line management responsibility for Departmental Quality Assurance programme (DQA) in Humanities**
- f) **To lead the postholders own subject area.**

These duties will require you to:

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE level.
- Review the Intent, Implementation and Impact of the Humanities Curriculums.
- Develop learning and teaching in Humanities.
- To have line management responsibility for results at Key Stage 4 for Humanities subjects.

- Use data effectively in order to set and monitor targets for individual pupils and implement appropriate intervention strategies such as support and revision lessons in Humanities in order to raise standards of pupil attainment and achievement.
- Evaluate the teaching of Humanities and use the analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching in the department.
- Record and analyse national, local and school data and report results to Line Manager, plus research and inspect evidence to inform policies, practices, expectations, targets and teaching methods.
- Lead, monitor and evaluate teaching and learning in Humanities.
- To develop challenging materials for all pupils, including higher prior attaining pupils. To be responsible for higher ability pupils progress and ensure challenging targets are met or exceeded.
- To be responsible for analysing summative data to help inform our medium and long term planning. To be responsible for publishing the findings of data analysis in a way that is accessible and useful.
- To be responsible for leading subject meetings. To help in the administration of those meetings through the distribution of agenda items and the drafting of minutes. Ensuring all official documentation is efficiently distributed to parties concerned and that documents (minutes, agenda etc.) are stored on department's area on the school system.

## **OTHER ACCOUNTABILITIES**

### **2. Support the development of the subject**

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated Humanities curriculum for all pupils studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- Be responsible for the formulation of department's policy, aims and objectives which relate to National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Actively participate in promoting and implementing the relevant sections of the Humanities Departmental Action Plan and ensure that the team is clear about action to be taken, timescales and criteria for success.
- Develop opportunities for the delivery of Humanities which clearly promotes engagement of the subject.

### **3. Teaching and Learning**

- Monitor the progress made towards the History, Geography and Religious Studies Department Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Develop the use of data to inform learning to enhance the planning of lessons and homework.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all pupils, including those of high ability and those with special educational or linguistic needs.

- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils in Humanities.
- Lead the Monitoring and Evaluation of teaching and learning in all Humanities areas.
- To ensure the department's assessment and homework policies conform to school policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvements.
- Ensure effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work.

#### **4. Leading and Managing Staff**

- Ensure that the Headteacher, senior leadership team and governors are informed about Humanities developments and activities.
- Lead the Humanities teams to engage, inspire and motivate pupils to maximise their enjoyment of, and progress in Humanities.
- Lead and develop the heads of departments and be accountable for staff within each department attached to Humanities.
- To act as first point of reference with regards to behaviour management of pupils and liaise with pastoral staff as and when necessary.
- To ensure effective development of pupils' literacy, numeracy, ICT, Personal Learning and Thinking skills.
- Assist with in-service training and support the professional development of colleagues, in order to lead, develop and enhance the teaching skills of the department.

#### **5. Efficient and effective deployment of staff and resources.**

- Access appropriate resources for Humanities to ensure that they are used effectively, efficiently and safely.
- Support the effective and efficient management and organisation of learning resources, including information and communications technology.
- In conjunction with members of the SLT deploy staff to ensure delivery of workshops and Enrichment Days.

#### **5. Additional Specific Responsibilities.**

- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Contribute to the school ethos, aims and development/improvement plan.
- To attend and participate in team meetings, staff meetings, open evenings, parents' evenings and student performance evenings.
- Engage actively in the performance management review process of the school.

- To comply with procedures for finance, safety, data protection, child protection, equal opportunity and any other relevant guidelines.
- To uphold the school policies for pupils, especially in relation to the behaviour and uniform regulations.
- To undertake any other reasonable duties as may be agreed from time to time with the Deputy Headteacher or the Headteacher.

**PLEASE NOTE**

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

**SECONDARY DUTIES**

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

<b>Signed:</b> Post holder	<b>Date:</b>
<b>Signed:</b> Headteacher	<b>Date:</b>

*The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.*

*Hollingworth Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school which is wholly owned, leased or operated and occupied by the school.*

