



GRAYS CONVENT HIGH SCHOOL

JOB PROFILE

JOB TITLE: Head of Humanities

RESPONSIBLE TO: Headteacher

PERFORMANCE MANAGEMENT LEAD: Deputy Headteacher

SALARY SCALE: TLR 1A

KEY LIAISON WITH: Staff, pupils, parents, Language College partners and outside agencies

JOB PURPOSE:

- To take responsibility for leading, managing and developing the teaching and learning of History and Geography in the school.
- The Head of Humanities will assist the Headteacher in managing the school or such part or it as may be determined by the Headteacher and carry out other duties as may be requested from time to time by the Headteacher. The Head of Humanities will also perform duties as defined in the School Teachers Pay and Conditions Document.

ACCOUNTABILITIES/RESPONSIBILITIES:

(i) Impact on educational progress beyond own pupil groups

- To be accountable for the highest standards of student achievement within the Humanities department, monitoring and evaluation of student achievement and setting and meeting targets for improvement
- To oversee and ensure regular review and monitoring of pupils' learning, academic standards and written and practical work.
- To oversee and ensure assessment of pupils' work.
- To make effective use with departmental staff of national and local assessment data and other information to support and enhance pupils' learning and progress.
- To oversee and ensure effective preparation of pupils for public examinations.
- To oversee and monitor internal and external tests/exams.
- To plan and implement strategies where improvement needs are identified.
- To take account of the needs of pupils on the special needs register and maintain effective links with the SENCO.
- To take account of the needs of other groups of pupils such as those on the Gifted and Talented Register and those from ethnic minority backgrounds, particularly those with English as an additional language (EAL).
- To promote and organise educational visits for pupils in History and Geography.

- To liaise with parents as part of the monitoring of pupils' learning and educational progress including any arrangements made to year group parents' meetings and option evenings.
- To regularly review subject sets/teaching groups.

(ii) Leading, developing and enhancing the teaching of others

- To lead, develop and enhance the learning/teaching and assessment for learning practices of all teachers of History and Geography, evaluating the quality of each in order to sustain effective practices in the department.
- To contribute to discussions leading to the formulation of school policy.
- To work closely with the Headteacher and Governors to ensure that school policy is understood and implemented by departmental staff and pupils.
- To promote the whole school pastoral ethos of entitlement and inclusion in line with the School's Mission Statement.

(iii) Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum

- To be accountable for the strategic direction, leadership and management of History and Geography.
- To promote and develop the stated aims of the Humanities Department including the development and implementation of subject policies, plans, targets and practices within the context of the school aims, policies and plans.
- To ensure the implementation in History and Geography curricula of cross curricular and whole school programmes.
- To encourage the display and celebration of pupils' work in the school.
- To hold regular departmental meetings ensuring that minutes are kept with a copy to the Headteacher.
- To attend external meetings as required, including local subject liaison meetings.
- To make effective use of departmental budget and existing resources.
- To draw up a SEF annually
- To draw up, implement and evaluate the department improvement plan.
- To ensure that subject schemes of work are in place, reviewing and updating content and methods of delivery.
- To keep abreast of developments and current thinking about the subject area.
- To attend all meetings arranged for teaching staff and Heads of Department.
- To ensure a detailed annual departmental stocklist

(iv) Line Management and Leadership of Staff

- To line manage effectively teaching staff and deploy teaching and support staff in History and Geography.
- To ensure that monitoring of teaching and learning takes place and that action follows from the conclusions drawn.
- To assist with and monitor the induction year of ECTs in the department and any teachers on training programmes
- To participate in the recruitment and retention of staff
- To manage the welfare, performance management, training and professional development of staff within the department.
- To provide disciplinary support for staff.

- To respond to any requests for reports to Governors.
 - To liaise with the person in charge of cover to ensure that arrangements have been made to provide work for absent colleagues.
3. To undertake such other duties as may be reasonably required by the Headteacher.

KEY TASKS SPECIFIC TO THIS ROLE

- To lead the successful delivery of Humanities across the School.
- To inspire and enthuse members of the team, with a clear vision for the future direction of the Humanities faculty.
- To undertake regular audits and quality assurance checks within Humanities to ensure that the highest standards are being achieved in all aspects of the faculty's work.
- To lead the development of differentiated schemes of work at KS3 and KS4 so that every young person makes outstanding progress in their learning.
- To meet aspirational targets at GCSE in relation to student performance
- To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To lead the faculty's strategic planning and self-evaluation processes.
- To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate
- To promote and lead on the delivery of all extra-curricular activities in Humanities.
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.
- To co-ordinate the resources of the faculty, giving support and guidance to relevant staff, managing its budget effectively
- To complete all administrative tasks in a timely and accurate manner.
- To ensure that appropriate arrangements are made for examination entries and statutory requirements.
- To contribute to wider whole school policy making as appropriate.

DATE JOB DESCRIPTION UPDATED: 25.04.22

Equal Opportunities: The post holder must carry out his/her duties with full regard to the Equal Opportunities policy.

Health & Safety: The post holder must carry out his/her duties with full regard to the School’s Health and Safety Policy

Child Protection: The post holder must be committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment.

This job profile has been discussed and agreed between the employee and the Headteacher. It reflects the key areas of accountability for the post holder.

Both parties recognise that a job profile does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.

Confirmation of discussion and agreement between Headteacher and employee that this represents the role of the employee.

Employee	Headteacher
Name	Name
Signed	Signed
Date	Date



GRAYS CONVENT HIGH SCHOOL

PERSON SPECIFICATION

JOB TITLE: HEAD OF HUMANITIES

INFORMATION FOR CANDIDATES: The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

Criteria	√ Essential Where relevant	√ Desirable Where relevant
<p>Skills and abilities:</p> <ul style="list-style-type: none"> • Ability to drive change • Sympathetic with Catholic Ethos of the School • Good organisational and interpersonal skills, including the ability to form good working relationships with colleagues in all educational settings • Ability to offer practical and sound advice in an appropriate manner. • Effective presentation skills. • Good communication skills, both oral and written • Negotiating and influencing skills • Ability to lead a team of people • Good ICT skills • Some degree of flexibility in terms of hours/sessions worked 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
<p>Specialist Knowledge:</p> <ul style="list-style-type: none"> • Evidence of leadership within History/Geography/Humanities • Detailed knowledge of what constitutes good quality teaching and learning for pupils. • Knowledge of resources for education • Knowledge of AFL • Use of data to improve achievement 	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>

<p>Experience:</p> <ul style="list-style-type: none"> • Experience of managing a budget • Experience of working with SIMS.Net • Experience of creating management documents e.g. development plans 		<p>√ √ √</p>
<p>Education/Qualification:</p> <ul style="list-style-type: none"> • Qualified Teacher Status with History or Geography specialism • Commitment to undertake further professional development 	<p>√ √</p>	