

**HEAD OF FACULTY OF HUMANITIES**

**JOB DESCRIPTION**

**Job Title: Head of Humanities**

**Accountable to:** Senior Leadership Team

**TLR Scale/Value** TLR1B

**Line Management Responsibilities:**

Teaching staff within the faculty.

**Responsible for:**

* Raising achievement of students allocated to the faculty
* Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay & Conditions Document (STPCD).
* To fulfil expectations of teachers with TLRs as outlined in the current School Teachers’ Pay & Conditions Document (STPCD).
* To comply with Health and Safety at Work Legislation.

**Key Areas of Responsibility**

**Teaching and Learning**

1. To demonstrate high standards of teaching and thereby, affecting positively, on the learning & achievement of students.
2. To be a positive role model to other staff.
3. To write a faculty improvement plan and to ensure that objectives are met.
4. To raise standards of student attainment and achievement within the humanities faculty area.
5. To ensure that every student is given the opportunity and support to make progress and achieve their best.
6. To ensure that the faculty inputs into the extra-curricular learning schedule including the revision programmes as part of its commitment to Parrenthorn’s enrichment programme.
7. To be responsible for leading relevant and appropriate curriculum planning and schemes of learning.
8. To ensure the curriculum meets statutory requirements, has a clear rationale and impacts positively on the learning of pupils.
9. To ensure a variety of teaching styles and methods are used throughout the faculty that supports pupils’ progress.
10. To be responsible for the development and selection of suitably differentiated materials for different student groupings, including students with high prior attainment, students with SEN and students for whom English is an additional language.
11. To monitor and support the overall progress and development of students within the faculty.
12. To monitor student progress and attainment across the area.
13. To regularly analyse data to ensure that each group or cohort is on track towards targets set and identify intervention strategies to support progress.
14. To advise team members on Behaviour for Learning and classroom management strategies appropriate to the relevant subject and needs of students.
15. To encourage and take responsibility for the learning environment by overseeing visual materials, classroom and whole school displays.

**Leadership and Management**

1. To lead a team of teachers and other professionals in meeting the learning needs of students in the curriculum area.
2. To provide knowledgeable and innovative leadership of teaching and the curriculum.
3. To implement strategic planning for the faculty coordinated with the School Improvement Plan and Faculty Improvement Plan.
4. To lead the faculty in the self-evaluation report, communicated annually to the Headteacher and relevant member of the Senior Leadership Team.
5. To promote effective teamwork and motivate staff to ensure effective, professional, working relations.
6. To actively participate with the Senior Leadership Team in whole school planning through head of faculty/department meetings.
7. To have an oversight of the members of staff in your faculty, including monitoring, assessment and evaluation.
8. To lead the faculty through the process of performance management and self-review.
9. To participate in the recruitment of faculty staff, including formulating and revising relevant job descriptions, interviewing for staff and providing effective induction at faculty level of new staff in line with school procedures.
10. To collaborate with the Senior Leadership Team and other Heads of faculty and Subject Heads to raise student outcomes.
11. To play an active role in supporting good practice and quality assurance across related curriculum areas/ key stages within the faculty.
12. To be responsible for the day to day management of the faculty and it’s staff.
13. To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
14. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Manager to secure appropriate cover within the faculty.
15. To be responsible for the development of faculty policies, handbooks and self-evaluation.

**Coaching, mentoring and enhancing the professional development of others**

1. To develop and enhance the teaching practice of others including those with different specialisms.
2. To undertake regular lesson observations, scrutiny of students’ work and monitoring of colleagues’ performance in order to give professional feedback to faculty members as well as to inform whole school self-review.
3. To undertake Performance Management reviews and to act as reviewer for staff within the faculty and to guide them in developing a CPD plan.
4. To coach and mentor staff in the faculty in order to support them in their role and in order to raise the standard of both student and staff learning within the faculty.
5. To participate in your own professional development and support faculty colleagues in theirs ensuring that INSET needs are prioritized and training disseminated.

**Safeguarding:**

As an employee of Parrenthorn High School, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

**Equality Diversity and Inclusion:**

Parrenthorn High School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

**Health and Safety:**

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.