



JOHN WILLMOTT SCHOOL

Head of Department - Humanities

Job Description

Grade : TLR 1b
Line Management : Leadership Link

1. Job Purpose

- 1.1 To raise standards of student attainment and achievement within the Faculty and to monitor and support student progress.
- 1.2 To be responsible for leading, managing and developing the curriculum areas in the Faculty, in liaison with the middle leaders within the Faculty.
- 1.3 To develop and enhance the teaching practice of all the Faculty Teachers.
- 1.4 To effectively manage and deploy teaching and support staff, financial and physical resources within the Faculty.
- 1.5 To support the needs of the whole School by developing a positive ethos and contributing effectively to the School Improvement Plan.
- 1.6 To contribute to improving Learning and Teaching across the school.

2. Key Duties and Responsibilities

- 2.1 To undertake the duties and responsibilities of a classroom teacher as required by the Headteacher (see extract from School Teachers' Pay and Conditions Document detailed in the School Handbook).
- 2.2 To establish a Faculty ethos that is positive and dedicated to success.
- 2.3 To actively lead the monitoring and follow-up of student learning and progress in the Faculty at all key stages.
- 2.4 To liaise with the middle leaders to ensure the delivery of a high quality and cost effective curriculum programme which complements the School Improvement Plan and is reviewed in line with the school Self Evaluation Process.
- 2.5 To be accountable for the development and delivery of the Faculty.
- 2.6 To lead curriculum development for the whole Faculty.

- 2.7 To keep up-to-date with local and national developments in the Faculty and teaching practice and methodology.
- 2.8 To ensure staff development needs are identified and that appropriate CPD is designed to meet these needs.
- 2.9 To undertake Performance Management for all Faculty staff to monitor and evaluate the quality of teaching and professional development within the curriculum area(s).
- 2.10 To contribute to the school procedures for lesson observation.
- 2.11 To promote teamwork and to effectively motivate staff to ensure good working relations.
- 2.12 To monitor and evaluate the Faculty's curriculum area(s) in line with school procedures.
- 2.13 To assist in the development of appropriate cross curricular themes especially equal opportunities, PSHE and Citizenship.
- 2.14 To ensure the faculty quality procedures meet the requirement of self-evaluation.
- 2.15 To analyse and evaluate performance data and then produce a review on examination data.
- 2.16 To ensure effective communication and consultation with parents and carers of students.
- 2.17 Lead the monitoring and manage assessment and marking in the Faculty, ensuring consistency and that the school's policies are implemented.
- 2.18 Act as a role model of good teaching practice to all the Faculty teachers, modelling and coaching to enhance performance of all and deliver at the highest level.
- 2.19 Monitor and evaluate students learning and attainment against the Faculty's and/or Department's set targets for all students.
- 2.20 To be responsible for the efficient and effective deployment of support staff within the Faculty and Department(s).
- 2.21 Promote the use of ICT in enhancing student learning and the development of the Faculty and Department(s).
- 2.22 To participate in the school's ITT programme.
- 2.23 To ensure that Health and Safety policies and practices, including risk assessments, are in line with the school and national requirements.
- 2.24 Promote activities which enhance the Faculty curriculum area(s) either in or out of school.
- 2.25 Encourage pupil display of work.
- 2.26 Co-ordination and promotion of extra-curricular activities within the Faculty.
- 2.27 Lead professional development through example and support. Co-ordinate the provision of high quality professional development by drawing on sources of expertise as necessary to ensure that effective learning and teaching takes place within the Faculty.

3. Supervision Received

3.1 Supervising Officer’s Job Title: Leadership Link.

3.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by r. supervisor.

4. Supervision Given

4.1 Supervision of: Faculty staff

4.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor.

5. Specific Responsibilities

5.1 None

6. Review and amendment

6.1 Annual review of this job description will take place in negotiation with the Headteacher, Leadership Group and Governors under Performance Management.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SIGNED:Postholder
.....Headteacher
.....Date