

COGNITA

Role Profile: Head of Humanities

Purpose

To work collaboratively with the Heads of School to lead and promote the teaching of the Humanities at Downsend School. The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay & Conditions document. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary & job title.

Key Accountabilities

General Information

The Year 9 cohort in September 2020 will be the first ever Senior School Year at Downsend. Therefore, this post offers the suitable candidate a fantastic opportunity to assist in managing the transition towards a 'through school' model. The post holder will also need to high expectations of pupil behaviour & achievement, and will be vital in creating an environment which will allow pupils to be sufficiently well prepared for GCSE exams in the future. Downsend School has achieved considerable success in the Humanities in both CE and Scholarship exams in recent years, and the postholder will play a crucial role in laying the groundwork for academic success across KS3&4 in the future.

Relationships

The post holder is responsible to the Headmaster in all matters and will work closely with the Senior Leadership Team in the following capacities:

- the Heads of School in respect of pastoral and curriculum matters, as well as organisation of the school day.
- the Head of Marketing & Admissions in respect of marketing activity;
- the Business Manager (BM) in respect of issues relating to the organisation, ordering and funding of resources.

The post holder also interacts on a professional level with colleagues & seeks to establish & maintain productive relationships in order to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful & ambitious school.

Leadership & Management

- Play a pivotal role in leading & managing the Humanities teachers and be an outstanding role model for colleagues;
- Lead and manage the Humanities Department, establishing a clear ethos, positive atmosphere and attractive environment
- Assist with the recruitment and development of the Humanities teaching team
- Foster a strong team spirit and take a personal as well as professional interest in the welfare of department members

- Ensure the highest standards of the teaching and learning of Humanities throughout the school, from KS2 to KS4
- Ensure that all pupils are appropriately challenged, make strong progress and are enthused and inspired by their Humanities lessons
- Develop Humanities teaching with due regard to the school's policies and schemes of work, working closely with, and co-ordinating, the efforts of the subject team
- Plan and provide a stimulating, invigorating and motivating learning environment, ensuring that learning resources are well organised and accessible to staff and pupils, as well as embracing pupils' work on paper, display and in the general atmosphere created in the classroom
- Be aware of new developments and advances in the direction of Humanities teaching and take an active interest in professional development, leading appropriate sessions where appropriate
- Ensure that appropriate resources are in place when preparing pupils in readiness for external examinations

Standards & Quality Assurance

- Support the aims & ethos of the school;
- Create the annual Humanities development plan, to mirror the annual SIP;
- Set an outstanding example in terms of dress, punctuality & attendance;
- Attend & participate in Open Days & whole-school events & performances;
- Uphold the school's behaviour code & uniform regulations;
- Lead & support the Humanities teachers in providing academic guidance;
- Chair weekly departmental/faculty meetings;
- Remain up to date in current pastoral development & professional practice;
- Attend, as directed, meetings, development sessions and INSETs.

Teaching & Learning

- Carry out teaching duties in at least two Humanities subjects;
- Work with the G & T Coordinators to provide pupils with opportunities for extension & enrichment, & for scholarship preparation.

Assessing & Reporting

- Use IT to assist reporting & administration;
- Maintain detailed records of pupils, liaising closely with the SENCO & other colleagues involved in the tracking & monitoring of pupils;
- Write reports & advise at Parents' Evenings and communicate effectively with parents about their child's progress;
- Work within the Code of Practice relating to Special Educational Needs.

Health & Safety

The post holder is responsible for the safety of all pupils & must ensure that:

- The resources are maintained in a safe condition for the pupils & School staff;
- Staff carry out operations in accordance with School policy & departmental codes of safe working practice;
- All accidents are reported to the BM via the Accident Report Form procedure;
- The Headmaster & Business Manager are kept informed of any concerns regarding Health & Safety & safe working practices.

Safeguarding Responsibilities

- Comply with safeguarding policies, procedures and code of conduct
- Demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engage in safeguarding training when required

Key Stakeholders:

Internal – Pupils, Parents, Staff, Cognita SSC

External – Prospective families, feeder and Senior schools, local community.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good Honours graduate 	<ul style="list-style-type: none"> • Postgraduate degree in Educational Management
Skills	<ul style="list-style-type: none"> • An outstanding & qualified teacher with strong leadership skills & a proven track record of success • An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education; • Calmness & efficiency & the ability to work under great pressure at certain times • A cheerful & well-presented person, capable of inspiring confidence in colleagues, pupils & parents, & an effective public speaker • Excellent communication skills (oral, written & use of ICT) • Outstanding organisational & administrative skills 	<ul style="list-style-type: none"> • Very high expectations of pupils' attainment, progress & behaviour; • A keen & self-motivated practitioner, who wishes to be a committed team member in a successful section of the School • An exceptional, dynamic & committed leader who will inspire high levels of confidence in colleagues, pupils & parents
Experience	<ul style="list-style-type: none"> • Understanding of the nature of independent education & high expectations • Eager to learn & attend INSET as necessary • Aware of Health & Safety issues • Prepared to commit to the School's all-round ethos 	
Other	<ul style="list-style-type: none"> • Willingness to work hard, with energy & enthusiasm, avoiding the Monday-Friday, 9-5 approach 	

Signed: **Name (print):**

Date: