

Job Description: Head of Humanities

Reporting to: Vice Principal

Location: Ark Putney Academy

Contract: Permanent

Salary: Ark MPS to UPS3 (Inner London) £37,667-£57,313 depending on experience

TLR: 1A £9,272

The Role

As Head of Humanities, you will manage the professional community of humanities teachers to ensure high attainment of their subject across the academy. You will develop and lead an exciting curriculum which enables the highest level of pupil progress and attainment.

Key responsibilities

Leadership and management

- Primary lead on geography.
- Lead, develop and line manage the department's staff including leadership of all subject areas in the faculty, through provision of CPD, inset training days, supervising ECTs, ITT students and support staff.
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment of all members of the humanities team
- Manage departmental budget and resources effectively and efficiently
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy and liaising with tutors and parents when necessary
- Develop strong partnerships and ensure regular communication with parents and carers

Improving Teaching and Learning

- Establish a subject development plan, target setting and review
- Be responsible for tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies, using the data to monitor the performance of subject staff.
- Be accountable for student progress in humanities across the academy at all key stages, ensuring all students achieve results in line with or better than value-added predictions.
- Teach engaging and effective lessons that motivate, inspire and improve student attainment.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.
- Implement and adhere to the academies behaviour management policy, ensuring the health and well-being of students is maintained at all times.
- Participate in preparing students for external examinations.
- Maintain regular and productive communication with students, parents and carers, to report on progress, sanctions and rewards and all other communications.

Curriculum setting and assessment

- Develop a syllabus and schemes of work for all year groups, in line with national curriculum requirements, that are inspiring for learners and teachers alike.
- Monitor and assessment of teaching and learning.
- Set regular, measurable and significant assessments for the students.
- Establish agreement for monitoring and evaluation of student progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils.

Academy Culture

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop an academy culture and ethos that is utterly committed to achievement.
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

Other

- Be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by members of the SLT or Principal.

Person Specification: Head of Humanities

Qualification Criteria

- Qualified to teach in the UK
- Degree in geography or a related subject

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all students in a challenging classroom environment.
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes including establishing a high-achieving department within a large school.
- Experience of improving the quality of teaching and learning
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance.
- Experience of interpreting complex student data to drive lesson planning and student progress.
- Mastery of and enthusiasm for your subject
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background.
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence.
- Reflective and proactive in seeking feedback to constantly improve practice.
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click this [link](#)

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.