



Additional Responsibility Post

Responsibility	Head of Humanities	School	Balears International College Sa Porrassa
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Expectations and overview

As Head of Humanities, the post holder's primary responsibility will be to ensure the quality of teaching and learning across the humanities subjects, so that each student reaches their full potential. You will ensure that the humanities subjects are very well taught, that staff and resources are well managed, and that expectations are sky high. You will also be responsible for keeping up-to-date with developments in other areas of teaching and learning related to your role. This is an additional responsibility post and the following duties are to be undertaken in addition to the post holder's core substantive role as classroom teacher.

Leadership expectations:

- to pursue and deliver school strategies and agreed actions in a positive and consistent manner;
- to be an excellent team leader, capable of building a successful team and getting the best out of colleagues;
- to think creatively about the school, to be prepared to take risks and to innovate;
- to be an excellent communicator with a high degree of emotional intelligence;
- to have responsibility for the performance and line management of staff.

General expectations:

- to demonstrate high professional practice in all areas of work;
- to help progress the school towards our vision;
- to be an excellent role model for students, commanding respect and being a positive presence around the school;
- to be efficient and effective, highly organised in all areas of work;
- to promote actively the school's values through actions and words;
- to adhere to the staff code of conduct and dress code;
- to participate in duties as directed.

Key accountabilities:

Teaching and Learning

- To be accountable for **attainment and progress** across all humanities subjects in key stages 3, 4 and 5, for individual students and groups of students, and for **monitoring** students' performance in humanities subjects.
- To be accountable for the monitoring **of teaching and learning** in humanities subjects, including carrying out joint learning walks with members of SLT and creating a culture of peer observation and improving practice;
- To ensure that humanities teachers are adhering to the **school's policies** around teaching and learning, including following any non-negotiable routines and maintaining high standards and expectations for all students;
- To be responsible for the **quality assurance of assessments**;
- To **analyse the performance** of students on internal and external examinations and to use this analysis as a tool for departmental development;
- To monitor the quality of **homework**;



- To ensure the department offers a range of activities to students to **promote the humanities**, and to foster a passion for learning.

Curriculum

- To be responsible for the **curriculum and its development**, reviewing and modifying schemes of learning and resources as required, to ensure that the curriculum on offer is rich and inspiring and that the most appropriate courses are followed.

Humanities leadership and management

- To provide strong leadership in humanities subjects, sensitively guiding and advising other members of staff within the department, acting as a model of good practice and effectively delegating responsibilities and tasks;
- To ensure excellent communication with and between members of the humanities team, and other colleagues;
- To support appropriate professional development for all staff members;
- To use subject **meeting time** effectively, to focus on school and subject priorities;
- To support teachers in the team with **student and parent** issues;
- To monitor the purchase and use of **resources** within their team;
- To be responsible for ensuring high quality and appropriate **cover work** is set when required.

Person specification:

Skills, knowledge and experience:

- Good honours degree, with post-graduate qualification in education (PGCE or equivalent);
- UK Qualified Teacher Status;
- Experience in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning;
- Relevant and up to date experience of developing and delivering an excellent curriculum;
- Ability to work as part of a team and on own initiative, with high levels of resilience and flexibility.

Key competencies:

- Accountable, acts with confidentiality and respect, taking ownership of problems and encouraging others to take the same approach;
- Strong leader, able effectively to supervise and manage others, and establish clear expectations;
- Results focused, motivated by goals and highly self-driven;
- Takes responsibility for own development and actively supports development of others;
- Excellent communicator, written and verbal.