



## JOB DESCRIPTION

<b>TITLE OF POST:</b>	Head of Faculty - Humanities
<b>REPORTING TO:</b>	Assistant Principal
<b>RESPONSIBLE FOR:</b>	The implementation of the College strategy, through the Leadership and Management of the Humanities Faculty.
<b>SALARY:</b>	Main/Upper Pay Scale TLR 1a
<b>HOURS:</b>	Full-time
<b>DUTIES:</b>	

### **Purpose of Role**

To provide leadership for the Humanities Faculty focused on securing high quality teaching and learning which leads to excellent outcomes for our students. Working co-operatively with others, to engage in collaborative leadership designed to secure the achievement of the College's strategic priorities, with a particular focus on raising the profile of Humanities.

### **Leadership and Management**

To have proven leadership skills and be able to lead developments within the Humanities Ebac subjects of the Faculty.

To be accountable to the Principal, Line Manager and Governors for student progress and improvements within the Faculty.

To identify CPD needs and opportunities for staff across the Faculty, which lead to improvements for students, in line with the strategic plan.

To provide fair, consistent and inspirational leadership to staff, helping to increase levels of trust and engagement.

To raise the aspirations of all members of the Faculty through effectively managing performance, whilst adhering to College protocols and policies and ensuring that everybody is given the opportunity to improve and develop their practice.

To ensure that all staff members across the Faculty are fulfilling their roles as described in the relevant job descriptions and to take swift and consistent action where this is not the case.

To take responsibility for all aspects of the learner journey within the Faculty, with the aim that all students have a consistently good or excellent experience at the College.

To ensure the smooth flowing of communications within the Faculty and across college, through regular, action-focused meetings, briefings and appropriate use of email.

To take the lead on cross-College themes and initiatives, as agreed.

To champion quality improvement and quality assurance, analysing and using relevant data to produce first-rate improvement plans which are implemented by all staff across the Faculty.

To monitor the progress, behaviour and attendance of all students across the Faculty on a frequent and regular basis and to take swift action where issues emerge.

To develop and maintain links with external stakeholders, benefitting current students and assisting in the recruitment of new students.

To ensure that allocated budgets are managed in accordance with College protocols, and that there is optimal deployment of staff, accommodation and resources, giving best value for money.

To work with others to ensure that student and staff timetables are effective, delivered within budget and that any changes are made in a timely fashion, helping to sustain improvements in attendance, attainment and success.

To ensure that the curriculum offer is appropriate to the needs of students, leading to successful recruitment and progression outcomes.

To lead and develop Faculty policies which are related to the delivery of Humanities and to implement all College policies related to the role, including Safeguarding and Child Protection and Equal Opportunities policies.

To take a lead in developing and maintaining a positive learning climate for students and staff across the Faculty.

To work strategically with others across the College, to raise the literacy and numeracy levels of all students.

### **Teaching, Learning and Assessment**

To champion high-quality Teaching, Learning and Assessment encouraging staff to develop and innovate in line with evidence-based research as to what constitutes the best practice in their field.

To ensure that all teachers plan effectively to meet the individual needs of students in their classes and that resources are matched to students needs in order to enable all to make maximum progress.

To lead on a programme of learning walks, observations and work scrutiny's, encouraging staff to observe each other and share best practice across the Faculty.

To ensure that all teachers are regularly and accurately marking and assessing their student's work, providing quality feedback to students and that all teachers and support staff keep routine records demonstrating work done by staff and students and demonstrating student progress across the year.

To ensure that students experience fair and consistent treatment by all members of staff.

To ensure that timely CPD for staff links to classroom observation and developmental appraisal needs and that action plans to embed training are developed and monitored.

To lead on the identification of learning needs across the College and to ensure that appropriate support is arranged for students of all abilities, and that teachers across the Faculty take these needs into account in the planning and delivery of learning.

### **Learner Journey**

To liaise and communicate with staff across the College to ensure that support is in place to allow students to make excellent progress on their courses and into FE and employment.

To co-ordinate high-quality additional learning support for students across the College with the SEND department, helping to close identified skills gaps and maximise attainment, achievement and success on all courses.

To set high expectations for student behaviour and discipline and to enforce College rules, using disciplinary sanctions and positive reinforcement appropriately. To maintain Faculty records of incidents and to ensure that patterns and trends are addressed.

To continuously monitor student attendance levels across Faculty courses and to take effective action to maintain student attendance at and above target levels, where students have genuine reasons for non-attendance work is provided for students to keep up to date with their peers.

To maintain excellent and up-to-date knowledge of the Programmes of Study, providing good quality initial advice and guidance to students, ensuring they are on the right study programme to help them succeed and achieve their goals.

### **Other General Responsibilities**

To be flexible and responsive in all aspects of the post, undertaking duties as required.

To assist in the recruitment, selection and induction of staff within the Faculty.

To effectively plan the resources required to deliver the curriculum and support for students and staff, resources and accommodation to ensure value for money is delivered.

To undertake staff duties in line with College policy.

To be a Tutor as part of a house team, ensuring the well-being of all tutees.

To undertake an agreed teaching timetable in line with College policy. In accordance with the agreed loading.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

**In addition to this job description, all teaching staff must carry out their professional duties as outlined in the Teachers Professional Standards.**

# PERSON SPECIFICATION

POST: HEAD OF FACULTY

We wish to appoint a candidate who can closely match the following criteria:

	<b>Employee Attributes</b>
<b>1</b>	<b>Academic</b>
1.1	Possession of a relevant degree or equivalent.
1.2	Evidence of recent relevant professional training.
1.3	Teacher trained.
1.4	Middle leadership qualification or willingness to undertake.
1.5	Literacy and numeracy L2 (GCSE A*-C)
<b>2</b>	<b>Management Experience</b>
2.1	Ability to demonstrate strategic and operational vision and leadership qualities.
2.2	Ability to co-ordinate a diverse range of projects simultaneously and achieve deadlines.
2.3	A proven track record of having contributed to achievement of strategic objectives.
2.4	Proven experience of delivering high standards whilst managing significant change.
2.5	Experience of operational planning and monitoring of performance to set targets and planned outcomes.
2.6	Ability to motivate and lead staff to deliver quality improvements and undertake rigorous self-assessment and quality improvements.
2.7	Experience of the management of resources and budgets.
2.8	Ability to make effective presentations to both large and small groups.
2.9	Ability to undertake cross College initiatives and projects.
2.10	Proven ability of effectively managing and leading people to achieve high standards and positive outcomes.

<p><b>3.</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p> <p>3.11</p>	<p><b>Curriculum and Quality and Learner Journey</b></p> <p>Experience of managing large curriculum teams to achieve high standards of curriculum delivery outcomes.</p> <p>Experience of improving student outcomes and improving rates of progress at both KS3 and KS4.</p> <p>Demonstrable experience of quality improvement resulting from rigorous self-assessment process and the delivery of a quality improvement plan.</p> <p>Experience and understanding of the Ofsted inspection process/framework.</p> <p>Proven ability in the successful development of curriculum innovation.</p> <p>Successful experience in supporting learners' additional needs, understanding of and implementation of Teaching Assistants and HLTAs and overall student support</p> <p>A demonstrable understanding of curriculum developments and funding and innovation in delivery methodologies.</p> <p>Successful experience of working with awarding bodies and validation and external partners and stakeholder groups.</p> <p>A commitment to placing learners at the centre of the Faculty practice.</p> <p>An understanding of current developments in the FE sector, especially in relation to Study Programmes, and the KS4 qualification reforms.</p> <p>Effective skills in the interpretation and use of data to inform management discussions and drive quality improvements.</p>
<p><b>4.</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p><b>General</b></p> <p>Well-developed written and oral communication skills.</p> <p>Proficient in the use of IT appropriate to this post.</p> <p>A proven record of achievement and initiative in their current College post.</p> <p>A commitment to the values and ethos of team work.</p> <p>A commitment to equal opportunities.</p> <p>A record of achievement as a Teacher.</p> <p>An ability to teach a subject (or subjects) within the team.</p>