

All Saints Catholic College



HEAD OF DEPARTMENT

Humanities – History and Geography (TLR 2b)

JOB DESCRIPTION

- Lead the assessment and recording of pupils' performance and achievement
- To keep self and department informed of up to date curricular and assessment developments
- Lead the analysis of departmental progress and attainment data and implement interventions to raise the achievement of pupils and sub groups of pupils
- To ensure assessment and tracking data are accurate and inform teaching across the department
- Lead and manage a department including the professional development and performance management of staff
- Monitor the quality of Teaching and Learning through lesson observations, work scrutiny, pupil voice, homework scrutiny, and departmental meetings
- Have excellent standards of teaching and lead the development of teaching standards across members of the department
- Lead the development of the departmental Scheme of Work, policies and initiatives, and accept responsibility for ensuring the scheme of work is taught
- Ensure own knowledge of national subject specific developments is up to date
- Accept responsibility for the resources given including textbooks and exercise books and to accept responsibility for maintenance of the department area, including inspirational displays
- Teach across the whole age range and across all ability groups, therefore, setting appropriate work according to the needs of all children
- Undertake any other associated and appropriate teacher duties as required by the Humanities Department, including attendance at meetings.