



## HALEWOOD ACADEMY

The Avenue, Wood Road, Halewood, Liverpool, L26 1UU

Telephone: 0151 477 8830

Principal: Mr G Evans

### Head of Humanities

**TLRIA (£7,699)**

We are seeking to employ a well-qualified, energetic and enthusiastic Head of Humanities to commence in January 2018. This position is available due to the internal promotion of the previous post holder to Assistant Principal. You will lead a dedicated team of staff in Geography, History and RE. GCSE results in all three subjects are on an improving trajectory. We have an extremely supportive CPD programme for all staff.

Halewood Academy is a successful 11 - 16 school and is part of the Wade Deacon Trust. It was judged to be a good school in May 2017 by Ofsted. The successful candidate will be pivotal in our journey to outstanding.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service. We welcome applications regardless of age, gender, ethnicity or religion.

For an informal discussion about this role please contact Miss Gallagher, Vice Principal on 0151 477 8830.

An application form and details are attached. Completed application forms should be returned to [ssimmons@halewoodacademy.co.uk](mailto:ssimmons@halewoodacademy.co.uk) or to Mr S Simmons, Senior Administration Leader at Halewood Academy, The Avenue, Wood Road, Liverpool L26 1UU.

Closing date: 3pm, 29<sup>th</sup> September 2017

Interviews to be held week beginning 9<sup>th</sup> October 2017



Dear Applicant,

Thank you for your interest in this post at Halewood Academy, a school within the Wade Deacon Trust. We are extremely proud of our learning community and how students and staff work together in order to achieve the highest possible educational outcomes.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our young learners to raise their standards of attainment to their maximum potential.

To apply for this post;

1. Review the detail contained in this information pack.
2. Complete the Application Form, ensuring that all boxes are filled in.
3. Outline, in no more than two sides of A4 (Arial font size 12), why you are interested in this post and how you have prepared yourself so far, what contributions you feel you can make to students' development within our school, and any particular areas of strength and expertise you feel you may have
4. Complete the Supplementary Information Form.

Please note that we do not accept or require your CV.

Applications will be assessed on evidence of professional competence, communication skills, leadership qualities and personal attributes.

We look forward to receiving your application.

Yours faithfully,

*G. Evans*

Mr G Evans  
Principal



## HALEWOOD ACADEMY

**JOB DESCRIPTION** Head of Humanities

Accountable to: Assistant Principal

Responsible for: The provision of a full learning experience and support for students

### **Main purpose of the job**

- Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To raise standards of student attainment and achievement within the department to monitor and support student progress.
- To be accountable for student progress and development within the department.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.
- To be accountable for leading, managing and developing the department.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To support the implementation of whole school literacy and numeracy.
- To lead and develop the quality of learning for students within the department.

### **Responsibilities**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.



- To monitor actively and follow up student progress.
- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.
- To link with other post holders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.
- To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Evaluation.
- To be accountable for the development and delivery of the subject area.
- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies
- To ensure that the development of the subject area is in line with national developments.
- To work with the Assistant Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.



- To continue own professional development as agreed with Assistant Principal.
- To be responsible for the efficient and effective deployment of the department's technicians/support staff.
- To undertake the Performance Management Process for a group of staff within a designated department.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.
- To ensure the effective operation of quality assurance systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the school procedures for monitoring the quality of teaching and learning.
- To implement school quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.



- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with Data Manager, to manage the department's collection of data.
- To provide the Governing Body with relevant information relating to the departmental performance and development.
- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the department's views and interests.
- To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- To promote actively the development of effective subject links with external agencies.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Assistant Principal in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.



- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below and, following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



## HALEWOOD ACADEMY

### PERSON SPECIFICATION – HEAD OF HUMANITIES

CRITERIA	ESSENTIAL
<b>A. Education and training</b>	<ul style="list-style-type: none"><li>• To hold a degree or equivalent qualification.</li><li>• To be a qualified teacher.</li><li>• To have evidence of professional development relating to the leadership and management of a secondary school.</li></ul>
<b>B. Skills and abilities</b>	Shown the ability to (in consultation with others): <ul style="list-style-type: none"><li>• establish and review targets and make decisions; relate to and work with others as a member of a team.</li></ul>
<b>C. Special knowledge</b>	<ul style="list-style-type: none"><li>• To have knowledge of developments with regard to the National Curriculum and other Government initiatives.</li><li>• To understand the process of learning.</li><li>• To understand curriculum continuity and progression.</li></ul> To have knowledge of issues in the area of special needs.
<b>D. Personal qualities</b>	Evidence of: <ul style="list-style-type: none"><li>• the ability to relate to and motivate staff, parents and students;</li><li>• the ability to listen to and understand others; constant and consistent expectations of high standards.</li></ul>
<b>E. Approach to work</b>	Evidence of: <ul style="list-style-type: none"><li>• high motivation and professional commitment;</li><li>• a commitment to student-centred education;</li><li>• a commitment to involving parents as partners in the education process;</li><li>• a commitment to and understanding of equality of opportunity</li></ul>





# Wade Deacon Trust

CEO: Mrs Pamela Wright OBE

Innovation Enterprise Centre, Birchfield Road,  
Widnes, WA8 7TD

[www.wadedeacontrust.com](http://www.wadedeacontrust.com)

Company No: 08278808

## **Once in post, the post holder will:**

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

## **In addition, the post holder should have the ability to:**

- vocalise the school's vision and aspiration to be a World class school
- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for Halewood Academy in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

## **Context**

### **The Wade Deacon Trust**

Halewood Academy is a secondary school in a growing multi-academy trust; The Wade Deacon Trust. Senior Leaders from the trust work to support and develop partner academies.

<https://wadedeacontrust.com/>