



**Teaching and learning Responsibility (TLR2a)
Job Description**

Job title:	HUMANITIES SUBJECT LEADER
Whole school area of accountability:	Teaching and Learning responsibility for Humanities
Grade:	Standard national scale in line with the current School Teachers' Pay and Conditions document plus the appropriate TLR2a payment
Responsible to:	The Headteacher, members of the Senior Leadership Team and the Governing Body
Supervisory responsibility:	n/a

Main purpose of the job:

Provide professional leadership and management in Humanities in order to secure high teaching, the effective use of resources (physical and human) and improve standards of learning and achievement of all pupils.

Main duties and responsibilities:

- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise identified staff
- Monitor and evaluation of books and the quality of humanities teaching
- Model excellent teaching in your own class
- Provide feedback through coaching to other staff
- Monitor and evaluation of books and the quality of humanities teaching
- Organise electronic and physical resources
- Plan and deliver staff training to enhance practices of others
- Take an active role in organising special curriculum events
- Review the curriculum to embed a culture of backwards planning in primary humanities which enables our pupils to be prepared for secondary school, university and beyond
- Have overall responsibility and accountability for the TLR area ensuring curriculum continuity, consistency, balance, match, progression and skills
- Ensure that short, medium and long term planning is in place for the development and resourcing of Humanities in line with the School Development Plan
- Support teachers with medium and day to day planning.
- Monitor and evaluate the work and improve all areas of responsibility over time
- To write a Humanities action plan as part of the School Development Plan, and evaluate the effectiveness of the plan on a half-termly basis
- To advise and inform staff about assessment, recording and reporting procedures

- To assist SLT in the monitoring and evaluation of the quality of learning through observations and lesson, work and planning reviews where appropriate
- Use data analysis effectively (national, local, school data and inspection data) to inform policies, teaching and learning and whole school improvement.
- Play an active part in the performance management cycle

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area
- Ensure that the work of the whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- Provide guidance and support to ensure high standards of teaching and learning, measured by pupils' engagement in their learning and their quality of outcomes.
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Promote the subject through displays, school website and social media
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management
- Show commitment to the extra-curricular activities of the school

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, Deputy and Assistant Headteachers
- Undertake other various responsibilities as directed by the Headteacher or SLT

Role review

This job description is not the contract of employment, or any part of it. It sets out the main duties of the post at the time of drafting and cannot be read as an exhaustive list. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation with the post holder subject to the Headteacher's approval. This document must not be altered once it has been signed but will be reviewed annually as part of the post holder's performance review.

Signature of post holder..... **Date**

Signature of Headteacher **Date**