

Job Title:	Second in Humanities (Geography specialist)
Contract Information:	Permanent
Responsible to:	Head of Humanities
Responsible for:	This position will have line management responsibilities.
Terms & Conditions:	The current conditions of employment of schoolteachers as laid down by the Department for Education will apply.
Salary Range:	Main Pay Scale – Upper Pay Scale (Dependent on Experience), plus TLR 2.3 £7,847 Starting scale point is dependent on experience.

Background & Vision:

Our vision for 'world class' education is one in which all students:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

Our values are at the heart of what we do.

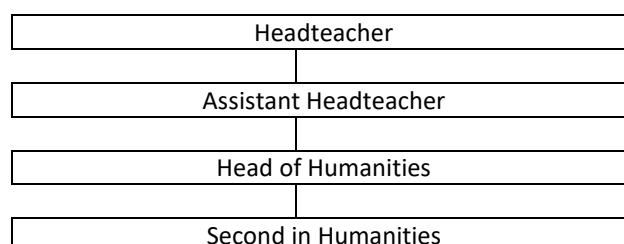
We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our students, as their success is our success.

Purpose of the Job:

To provide effective leadership, in support of the Head of Humanities, to secure high-quality learning which allows pupils to fulfil their potential, achieve improved standards of teaching, and attain outstanding outcomes in external examinations.

Organisational Chart



Control of Resources

Personnel: **Yes**
Financial: **None**

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

Internal:

1. Teaching and support staff within the academy.
2. Users of the academy.
3. Voluntary helpers.
4. Students.

External:

1. Parents/Carers.
2. Visitors and stakeholders.

Key Duties and Responsibilities:

- To assist with the leadership and management of the Humanities department.
- To deliver Humanities lessons at KS3 and KS4 and be responsible for attainment and progress of classes.
- To lead staff in developing the curriculum provision in Humanities.
- To assist leading the department in achieving improvements as noted in the School Improvement Plan.
- To assist with line management for Departmental Quality Assurance programme (DQA) in Humanities.
- To ensure a strong team culture across Geography and the wider Humanities Faculty.

These duties will require you to:

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE level.
- To assist in reviewing the intent, implementation, and impact of the curriculums across Humanities.
- To assist development of learning and teaching in Humanities.
- Use data effectively in order to set and monitor targets for individual pupils and implement appropriate intervention strategies such as support and revision lessons in Humanities in order to raise standards of pupil attainment and achievement.
- To assist in evaluating the teaching of Humanities using the analysis to identify effective practice and areas for improvement and take action to further improve the quality of teaching in the department.
- To assist in leading, monitoring and evaluating teaching and learning in Humanities.
- To develop challenging materials for all pupils, including higher prior attaining pupils.
- To be responsible for identifying under-performing pupils and ensure rapid progress is made.

- To be responsible for higher ability pupils progress and ensure challenging targets are met or exceeded.
- To be responsible for analysing formative and summative data to help inform our medium and long-term planning
- To deliver appropriate CPD to staff within the Humanities department
- To assist in leading subject meetings. To help in the administration of those meetings through the distribution of agenda items and the drafting of minutes. Ensuring all official documentation is efficiently distributed to parties concerned and that documents (minutes, agenda etc.) are stored in the department's area of the school system.

OTHER ACCOUNTABILITIES

- Support the development of the subjects Geography, History and RE.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated Humanities curriculum for all pupils studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- Be responsible for the formulation of department's policy, aims and objectives which relate to National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Actively participate in promoting and implementing the relevant sections of the Humanities Departmental Action Plan and ensure that the team is clear about action to be taken, timescales and criteria for success.
- Develop opportunities for the delivery of Humanities which clearly promotes engagement of the subject.

Teaching and Learning

- Monitor the progress made towards the Humanities Department Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Develop the use of data to inform learning to enhance the planning of lessons and homework.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all pupils, including those of high ability and those with special educational or linguistic needs.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils in Humanities.
- To assist in the the Monitoring and Evaluation of teaching and learning in Humanities.
- To ensure the department's assessment, feedback and homework policies conform to school policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvements.
- Ensure effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work.

Leading and Managing Staff

- Ensure that the Head of Humanities is informed about developments and activities.
- To assist in leading the Humanities team to engage, inspire and motivate pupils to maximise their enjoyment of, and progress in Geography, History and RE.
- To assist in leading and developing the members of the Geography Team as well as supporting the development of the wider Humanities team with the Head of Humanities through appropriate CPD.
- To act as second point of reference with regards to behaviour management of pupils and liaise with pastoral staff as and when necessary.
- To ensure effective development of pupils' literacy, numeracy, ICT, Personal Learning and Thinking skills.
- Assist with in-service training and support the professional development of colleagues, in order to lead, develop and enhance the teaching skills of the department.

Efficient and effective deployment of staff and resources.

- Access appropriate resources for Humanities to ensure that they are used effectively, efficiently and safely.
- Support the effective and efficient management and organisation of learning resources, including information and communications technology.

Additional Specific Responsibilities.

- To take part in the school’s staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Contribute to the school ethos, aims and development/improvement plan.
- To attend and participate in team meetings, staff meetings, open evenings, parents’ evenings and student performance evenings.
- Engage actively in the performance management review process of the school.
- To comply with procedures for finance, safety, data protection, child protection, equal opportunity and any other relevant guidelines.
- To uphold the school policies for pupils, especially in relation to the behaviour and uniform regulations.
- To undertake any other reasonable duties as may be agreed from time to time with the Deputy Headteacher or the Headteacher.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy’s Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder’s attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the Academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	Postholder	Date
Signed	Line Manager	Date