

Job Description

Subject Leader of Humanities

Responsible to: Vice Principal

Line Manager to: Teachers and support staff working in the area(s) for which responsibility is held.

Context

The Subject Leader provides a clear vision for the department, which translates the Academy's ethos and aims into practice. S/he promotes the best possible progress for all pupils based on excellent teaching and learning.

The Subject Leader has high expectations regarding standards of work and behaviour and leads and manages the department in part by being an excellent role model. Support, monitoring and evaluation of practice create a climate in which teachers and pupils are comfortable with their roles, feel valued and are, therefore, able to give of their best.

The Subject Leader supports the Senior Leadership Team and is influential in driving the Academy forward.

General Duties

The Conditions of Employment for School Teachers (contained in the School Teachers' Pay and Conditions Document) specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. In recognition of the particular duties required of the holder of this post a TLR Level is payable.

Particular duties

The particular duties of this post are to:

Teachers and Support Staff

- a) lead the department and be accountable for sustaining or improving the quality of teaching and learning in all key stages and all subject areas;
- b) provide support for colleagues on classroom management issues and liaise with tutors and pastoral team as appropriate;
- c) lead, develop and co-ordinate the promotion and monitoring of pupils' progress, including the use of assessment and data;
- d) monitor the setting and marking of homework;
- e) in consultation with the SLT responsible for Staff Development, support the induction of new members of the department;
- f) promote the professional development of all members of the department using the Academy performance management system creatively;

- g) Plan, prioritise and subsequently evaluate action in support of the Academy Improvement Plan. Develop a subject Improvement plan to reflect this.
- h) Ensure that members of the department are aware of procedures in the case of absence and that appropriate work is set and suitable arrangements made when a member of the department is absent.

Curriculum and Evaluation

- a) monitor and evaluate the courses offered to pupils in each key stage with the aim of providing material which engages all learners and promotes the best possible progress of our pupils;
- b) Promote and monitor the provision for pupils with special needs and those who are disadvantaged.
- c) ensure that schemes of work are available for all courses taught in the department;
- d) undertake departmental self-evaluation in line with Academy policy and practice;
- e) Monitor and evaluate the progress of all pupils within the department, analyse data and prepare reports for SLT link, Principal and Governing Body as requested.
- f) Ensure that GCSE exams are carried out in accordance with JCQ regulations.
- g) Ensure moderation of any coursework is carried out in accordance with JCQ regulations.

Pupils and their parents/carers

- a) Lead colleagues in undertaking value added assessment of pupils' progress, tracking pupils and target setting;
- b) Ensure that parents/carers receive information about their daughter/son when appropriate;
- c) Ensure all pupils are entered for appropriate internal and external examinations, following agreed timescales and Academy protocols.
- d) Co-ordinate internal and external moderation.
- e) Actively engage in liaison with primary schools and the wider community helping to co-ordinate enrichment activities including competitions and workshops.
- f) Work with outside agencies and music/drama to support the mental Health and Wellbeing agenda in school.

Meetings

- a) Hold regular departmental meetings as indicated on the meetings schedule ensuring that an agenda is circulated in advance and outcomes are published;
- b) Provide opportunities for staff and pupils to discuss and reflect on teaching and learning;
- c) Ensure that information is communicated to members of the department when appropriate.

Resources including budget

- a) Manage the department's resources efficiently and effectively;
- b) Plan an annual budget and monitor spending throughout the year;
- c) Identify longer-term needs and bid for development monies when appropriate.

Other specific duties

- a) have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- b) Safeguard and promote the well-being of pupils and staff in all aspects of the performance of this role;
- c) Follow Child Protection and other agreed procedures e.g. relating to the organisation of trips and visits and the ordering of goods;
- d) Undertake such other duties as the Principal may reasonably require.
- e) Co-ordinate assembly themes across the year alongside careers and Learning Co-ordinators

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the

general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Academy Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.

Safeguarding:

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Academy Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy s/he must report any concerns to his/her Line Manager or the Academy Child Protection Officer.

Signed: _____ **(Postholder)**

Name: _____

Date: _____

Signed: _____ **(Principal)**

Date: _____