



## Teacher of Humanities Job description

**Responsible to:** Faculty Leader in respect of all timetable and subject area commitments. Year Leader regarding duties relating to guidance and welfare.

**Job purpose:** To meet high professional standards in teaching and learning in the subject area in order to ensure that students' knowledge, understanding and achievement are of the highest levels within the subject. The duties outlined in this job description are in addition to those covered by the latest 'School Teachers Pay and Conditions' document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility

### **Responsibilities:**

#### **Teaching and Learning:**

- To ensure student achievement is secured and recognised
- To give advice and guidance to students by being available and approachable
- To support the school's learning ethos and values
- To secure high standards of teaching and student learning through active participation in the school's Performance Management review procedures
- To contribute to schemes of work and curriculum materials for the appropriate subject
- To plan effective lessons matching the design of the lesson to the ability of the students
- To use student data to inform planning and progression
- To have high expectations of students, based on a sound knowledge of their prior and potential attainment
- To take account of the need for progression in students' learning experience and be accountable for student attainment
- To ensure effective whole class, group or individual learning opportunities are available to students
- To set high standards of expectations of students' behaviour through good classroom discipline, focused teaching and productive relationships
- To set and assess homework as an integral part of students' learning
- To use opportunities to reinforce literacy and numeracy skills within the teaching

- To effectively deliver the tutorial programme
- To contribute to the extra-curricular activities programme for students
- To ensure that the accommodation provides a positive and safe environment which promotes well-being and high achievement for all in the school
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Being responsible for safeguarding and promoting the welfare of children and young people

#### **Developing Self and Working with Others:**

- To give clear and constructive feedback to students on how to move towards the next level or grade
- To work as a team member, identifying opportunities for working with colleagues and sharing good practice
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- To take responsibility for one's own professional development and keeping up to date in subject expertise and teaching skills/pedagogy
- To maintain effective working relationships with teaching and support staff
- To keep an accurate register of attendance and encourage excellent punctuality and attendance
- To liaise with parent/carers as appropriate
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body not mentioned in the above
- To show a record of excellent attendance and punctuality

#### **Supporting Young People:**

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to the teacher
- Providing guidance and advice to students on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions and making relevant records and reports
- Making records of and reports on the personal and social needs of students
- Communicating and consulting with parents / carers

#### **Whole School:**

- To undertake any professional duties delegated by the Headteacher
- To use every opportunity to create a positive and memorable learning environment within the subject area

#### **Review, induction, further training and development:**

- Reviewing, from time to time, methods of teaching and programmes of work
- Participating in arrangements for further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in statements of objectives or in appraisal statements
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for supervision and training.

**Staff meetings:**

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school including pastoral arrangements

**External examinations:**

- Participating in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments and participating in arrangements for students presentation for, and conducting, such examinations
- The bullet point above does not require a teacher routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement such as invigilation

**Administration:**

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the School
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions
- Bullet point one does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment

***The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.***



## Teacher of Humanities Person Specification

Category	Essential	Desirable	How Identified
Education & Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Qualification to the equivalent of degree level in Humanities or other relevant subject</li> <li>• PGCE in Humanities at secondary level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant CPD</li> </ul>	Application Form
Experience	<ul style="list-style-type: none"> <li>• Successful experience of teaching Humanities to KS4 in a secondary school</li> <li>• Using ICT in the preparation and delivery of learning activities</li> <li>• Evidence of excellent teaching</li> <li>• Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of how to give positive and targeted support to students with special educational needs</li> <li>• Experience of working in a diverse educational environment</li> <li>• Successful teaching experience across the 11-18 range in relevant subject areas</li> </ul>	Application Form  Letter of Application
Knowledge	<ul style="list-style-type: none"> <li>• characteristics of high quality teaching</li> <li>• strategies for raising achievement</li> <li>• curriculum, assessment, recording and reporting requirements for Humanities</li> <li>• Strategies for the planning and delivery of high quality Humanities curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• use of comparative data, together with information about learners' prior learning to set targets for improvement</li> </ul>	Interview  Reference

	<ul style="list-style-type: none"> <li>• Strategies required to secure effective teaching and learning</li> <li>• Safeguarding requirements for students</li> </ul>		
Skills	<ul style="list-style-type: none"> <li>• Enjoy working with young people</li> <li>• Inspire, challenge and motivate students</li> <li>• Model the values and vision of the school</li> <li>• Think creatively to anticipate and solve problems</li> <li>• Work under pressure and meet deadlines</li> <li>• Be self-motivated and resilient</li> <li>• Be a team player who can collaborate and network with a range of others</li> <li>• Ability to establish good and productive working relationships, and work well in a team</li> <li>• Determination to encourage the highest quality of learning experience for all students</li> <li>• Ability to engage students through dynamic teaching and active learning techniques</li> <li>• The ability to take responsibility for continuous self professional development</li> </ul>		<p>Interview</p> <p>Reference</p>