



Bolingbroke Academy

Job Description: Head of Humanities

Reports to: VP Curriculum

Start date: September 2018

Salary: Ark Inner London Leadership Scale (dependent on experience)

The Role

To develop and manage the exceptionally effective delivery of an outstanding humanities curriculum to ensure all our pupils make excellent progress.

Key Responsibilities

- Be held accountable for the progress of all pupils in learning across the school
- Constantly improve the quality of teaching and learning, where necessary holding teachers to account
- Lead the design and implementation of the curriculum and assessment including controlled assessment and examinations
- Be a role model of outstanding teaching in the department
- Coach teachers in the department using frequent observations and drop ins to drive development

Outcomes and Activities

Teaching and Learning

- Meticulously plan and teach engaging and challenging lessons that pave the way for success in school and life
- Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons
- Set and mark appropriate homework
- Use regular, measurable and significant assessments of their teaching
- Complete all reporting on time
- Closely monitor progress and attainment of their pupils and use it to inform their teaching

- Provide content for and where necessary deliver high quality pupil interventions with direction from SENDCO
- Ensure that all pupils achieve or exceed academy targets
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required
- Organize and participate in exciting and motivating trips and events
- Answer "homework help" phone calls from pupils until 8.30pm

Leadership of subject

- Develop innovative schemes of work which are inspiring for learners and teachers alike and feed into standards based assessments
- Produce half termly assessments with marks schemes
- Ensure assessments are moderated internally and externally
- Ensure end of year assessments reflect each pupil's overall level which is both externally valid and provides an accurate baseline for the next academic year
- Analyse progress and attainment data to make data-driven changes to curriculum design, and pupil interventions
- Work in collaboration with classroom teachers and SENDCO to ensure pupils receive high quality interventions
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons
- Ensure that classroom teachers are utilising best pedagogical practice for their subject
- Conduct half termly evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to changes to teaching and learning
- Create and sustain a positive department culture, where teammates feel collectively supported and developed

Form teacher

(Teachers, including leaders, will sometimes be required to perform the role of form teacher)

- Create and sustain a positive class culture
- Care for each pupil as an individual and ensure that they succeed academically and develop emotionally and socially
- Hold each pupil to account in every aspect of their school life by maintaining frequent phone/email contact with parents
- Write form teacher comments in reports
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Other

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school, including: attending home visits, eating lunch with pupils, supervising silent sustained reading (DEAR), break supervision and gate duty
- Undertake other various responsibilities as directed by the Principal