

JOB INFORMATION			
JOB TITLE	Teacher – Humanities	LOCATION	Theale Green School
HOURS	Full Time	Type	Permanent
JOB PURPOSE			
<ul style="list-style-type: none"> Under the reasonable direction of the Head teacher, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). To support the Head of Humanities to raise standards of student attainment and achievement within the Humanities curriculum area and to monitor and support student progress. To be accountable for student progress and development within own Humanities lessons. To assist the Subject Leader and Head of Humanities to maintain standards of teaching and learning across the Humanities curriculum To take responsibility for aspects of the Humanities curriculum as predetermined with the Subject Leader and Head of Humanities 			
Key Responsibilities			
<p>Curriculum Management</p> <ul style="list-style-type: none"> To liaise with the Subject Leader and Head of Humanities to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation. To support the Subject Leader in curriculum development for the relevant Humanities area. To ensure that the statutory requirements of the National Curriculum are met To keep up to date with national developments in the relevant Humanities area and teaching practice and methodology. To monitor actively and respond to curriculum development and initiatives at national, regional and local levels. To work with the Subject Leader to ensure that the development of Humanities is in line with national developments. To assist the Head of Humanities in developing a coherent school-wide approach to literacy To ensure that innovative and appropriate approaches to learning are made available to students with specific learning needs. For example: those with a low skill base, hearing or visual impairment and gifted and talented students. To set targets for pupil achievement and monitor and evaluate progress towards meeting pupil achievement targets in own classes and those aspects of the Humanities curriculum for which s/he is responsible To support the Subject Leader in ensuring that there is an effective assessment, recording and reporting system of student progress 			

People Management

- To work with the Head of Humanities to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with Head of Humanities.
- To make appropriate arrangements for classes when absent, ensuring appropriate cover within the Humanities area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Humanities area.
- To promote teamwork and to motivate others in the Humanities team to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To support the Subject Leader in maintaining the process of the setting of targets within the Humanities area and to work towards their achievement.
- To support the Subject Leader and Head of Humanities in maintaining common standards of practice within the Humanities area and develop the effectiveness of learning and teaching styles.
- To contribute to the school procedures for lesson observation.
- To support the Subject Leader and Head of Humanities in monitoring and evaluating the Humanities area in line with agreed school procedures including self-evaluation against quality standards and performance criteria in line with the OFSTED framework for inspection.
- To seek/implement modification and improvement where required.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the own classes on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for own classes.

Communications and Liaison

- To ensure effective communication/consultation as appropriate with the parents of students.
- Where appropriate to contribute to the planning and delivery of school liaison activities.
- To promote actively the development of effective Humanities links with external agencies.
- To represent the Humanities area's views and interests

Resource Management

- To support the Subject Leader and Head of Humanities in managing the available resources of space and equipment efficiently within the limits, guidelines and procedures laid down.
- To follow Health and Safety policies and practices, in line with national requirements and are updated when necessary, in liaison with the School's Health and Safety Officer

Managing Student Learning

- To monitor and support the overall progress and development of students in own classes.
- To liaise with relevant Heads of Academic Progress in monitoring student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To ensure the behaviour management system is implemented in own classes and in the Humanities area so that effective learning can take place.

Qualification and Experience

Essential

- Degree and Teaching Qualification
- Enhanced DBS
- Evidence of continuing professional development in the specialist area

Knowledge, Skills and Abilities

Essential

- Have a passion and enthusiasm for humanities
- Understanding of the characteristics of high quality teaching and effective learning
- Evidence of successfully planning and implementing curriculum developments
- Proven ability to work helping improve classroom practice
- Ability to build and work with an effective team
- Excellent written, verbal and non-verbal communication skills
- Ability to see tasks through to a successful conclusion
- Ability to work under pressure, meet tight deadlines and pay attention to detail
- High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents
- Strong ICT skills



This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.