JOB DESCRIPTION

POST: ASSISTANT HEAD OF HUMANITIES (Geography)

Purpose

To serve scholars and teachers at Dixons McMillan to ensure that all teachers are highly effective in their role and scholar progress is maximised.

Duties and Responsibilities

- In consultation with the Head of School, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the scholars so as to facilitate progression in scholars' learning.
- Ensure that homework is set and monitored and that records are kept up-to-date.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated.
- Use a flexible range of teaching styles, which emphasise scholar learning, and which seek to maximise the academic potential of all scholars.
- To manage the classroom and teaching equipment so as to create a positive learning environment, which makes effective use of available resources.
- To attend meetings, carry out administrative tasks and duties as specified in the staff handbook and on the academy calendar.
- To provide and facilitate the general progress and well-being of any individual scholar within any group of scholars assigned to him or her, providing guidance and advice to scholars on educational and social matters.
- To implement academy policy with regard to registration, scholar absence, dress code and enforce academy rules relating to behaviour and health and safety.
- To participate in full staff and departmental meetings and to contribute to academy decision-making and consultation procedures.
- To be involved in the academy appraisal process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and development plan.
- To carry out any other reasonable duties as requested by the Principal.