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| <b>Title of Post:</b>  | Teacher of Humanities                                          |
| <b>Salary:</b>         | Teachers' Pay Scale according to qualifications and experience |
| <b>Effective from:</b> | September 2018                                                 |

## TEACHER OF HUMANITIES

### The Post

This is a permanent full time post to commence as soon as possible. It is payable on the Teachers' Pay Range according to qualifications and experience.

**Applications are welcome from NQTs and experienced staff.**

Thank you for your interest in this post. Let us tell you a little more about it.

The Humanities Department was created in September 2008, and is a strong, dynamic team at the forefront of teaching and learning initiatives at Plantsbrook. Including the Subject Leader, and Assistant Subject Leaders, our team comprises twelve teachers ranging in experience from members of the leadership team to recently qualified teachers. All members of the team are warm, good natured and support the department induction programme for new staff. We are looking to expand this team with someone who has creative ideas and a willingness to demonstrate an innovative approach to learning.

At Key Stage 3, our curriculum is founded upon a collaborative approach to the teaching of History, Geography and Religious Education. Whilst these subjects are delivered discreetly, students are encouraged to make links across the curriculum through thematic studies, project work and learning beyond the classroom. All Humanities teachers contribute to the design of the curriculum, and you would be joining the team at a time of exciting changes as we fully implement our 3 year GCSE programme of study.

At Key Stages 4 and 5, Humanities subject specialists work in dedicated teams to deliver high quality lessons with a focus on improving examination results. Our examination syllabuses are carefully selected to maximise student engagement and interest and we offer fieldwork and site visits to our GCSE students in addition to A Level educational weekends that support our Geography, History and Philosophy and Ethics assessment criteria. All of our subjects are popular at both GCSE and A Level and we would welcome an applicant who could teach KS4 and Post 16 History and/or Geography.

**PLANTSBROOK SCHOOL  
GENERIC TEACHER JOB DESCRIPTION**

**1.0 JOB TITLE**        Subject Teacher/Form Tutor

**2.0 JOB PURPOSE** To promote the general progress and well being of individual pupils and of any class or group of pupils assigned to you principally but not exclusively by teaching and as a Form Tutor if required.

**3.0 DUTIES AND RESPONSIBILITIES**

**3.1** Those duties and responsibilities undertaken by a teacher in relation to the teaching of children and the organisation of the Multi-Academy Trust:

- a) Planning and preparing work for pupils assigned to you.
- b) Teaching according to their educational needs, the pupils assigned to you, including the setting and marking of class work and homework carried out by those pupils, the number of lessons should not normally exceed that limit which has been agreed in the school.
- c) Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.
- d) Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.
- e) Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- f) Regularly reviewing your methods of teaching and programme of work.
- g) Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- h) Taking all reasonable steps to maintain good order and discipline among pupils 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.
- i) Participate, as appropriate, in meetings at the school which relate to the curriculum, administration or organisation of the school.
- j) Participate in arrangements, as appropriate, for preparing pupils for public examination and assessment approved by the Secretary of State, recording and reporting such assessments and participating in arrangements for pupils' presentation for and supervision during such examinations.
- k) Participate in an equitable system of cover in accordance with policies agreed between the School and the recognised Teacher Associations.
- l) Attending assemblies unless a dispensation has been granted, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions in accordance with school policy.

### 3.2 SPECIFIC

- a) To ensure that the register is marked punctually and kept up-to-date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Achievement Co-ordinator for the appropriate Year Group in the first instance.
- b) To deal with other returns and requests for information about pupils in the Tutor Group as required.
- c) To contribute to and assist as required in keeping up-to-date the pupil records for each pupil in the Tutor Group.
- d) To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- e) To implement the School Policy on personal appearance, uniform and behaviour of the pupils.
- f) To help pupils with individual guidance as necessary.
- g) To attend assembly with the form unless a dispensation has been granted.

### 4.0 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR

1. Responsible to the Headteacher (through Subject Leader and Departmental Supporter).
2. To an Achievement Co-ordinator for any tutorial activity.
3. Responsible for the supervision of persons providing support in the classroom.

### 5.0 PERFORMANCE MANAGEMENT

Teachers on the Main, Upper and Unqualified Teachers' pay ranges will have their salary reviewed annually in accordance with the Academy Trust Pay Policy. To move up the Main pay range or the Unqualified teachers' pay range one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers' Standards and teaching should be at least good as defined by OFSTED.

**If appropriate, for the postholder:**

**UPR:**

- Any qualified teacher who is highly competent in all elements of the relevant standards and his/her achievements and contributions to the school are substantial and sustained, may apply to the Headteacher to be paid on the Upper Pay Range.
- *Highly competent in all elements of the relevant standards* means teaching performance which consistently meets all elements of the Teachers' Standards.
- *Substantial* means a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating and curriculum development activities. The purpose of the contribution is to help those teachers improve the outcome for pupils. However, the teacher providing the support should not routinely be held accountable for the learning of pupils in the classes taught by other teachers.
- *Sustained* means maintaining these contributions over at least two years.

### 6.0 REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job description issued, after consultation, by Ms T Campbell, Headteacher.

## **PERSON SPECIFICATION**

### **Professional Qualities**

You will:

1. Be an excellent classroom teacher.
2. Have the ability to teach across the Humanities specialisms.
3. Have good classroom management skills and be able to help other departmental colleagues if needed.
4. Be committed to teamwork as a style of management, both within the department and within the school.
5. See your subject as being part of a wider picture which includes the whole curriculum.
6. Be committed to improving student achievement, including monitoring attainment, target setting and mentoring underachievers.
7. Be an efficient administrator.
8. Be committed to staff development and training, including performance management.
9. Be committed to equal opportunities and success for everyone in a comprehensive school.
10. Be committed to safeguarding and promoting the welfare of children and young people.
11. Be committed to the concept of the school at the heart of the community.

### **Personal Qualities**

You will:

1. Enjoy working with young people and treat them with respect.
2. Be able to motivate and inspire students.
3. Be optimistic, enthusiastic and 'generous of spirit'.
4. Have a sense of proportion and humour.
5. Be equally literate and numerate, including using ICT.
6. Have the personality to deal with student discipline problems firmly and fairly.

### **TO APPLY:**

If you would like to apply for the post, please complete the application form enclosed, together with other relevant information in support of your application.

The application form and details are also available on our website:

<http://www.plantsbrooklearningtrust.org.uk/landing-Vacancies>

I look forward to reading your application. If you are shortlisted for this post you will be contacted by telephone. It is our practice, as part of the interview process, for interviewees to teach a 30 minute session, observed by a senior member of staff.

**Note:** If you have not heard from the school within 2 weeks of the closing date, please assume that you have been unsuccessful in your application.

**Closing Date: Thursday 21st June 2018**

Ms T Campbell  
Headteacher

*Plantsbrook Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***Please note successful candidates for all Plantsbrook Learning Trust vacancies will be requested to apply for an Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.***