

JOB DESCRIPTION

TEACHER OF HUMANITIES
(Post based at Avon Valley College)

RESPONSIBLE TO: Faculty Improvement Leader – Human Studies

KNOWLEDGE:

- To demonstrate a high level of subject competence and to keep up-to-date his/her knowledge of the relevant subject National Curriculum for 11-16 year olds and, where relevant to the post, other examination courses at KS4 and 5
- To attend INSET when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- For Newly Qualified Teachers, to attend INSET and other professional development activities required in an agreed action plan so as to meet the national standards for the Induction Year
- To keep informed about the key priorities identified in the College Improvement Plan, associated department development plans and his/her responsibilities agreed upon within it.

PLANNING, TEACHING & CLASSROOM MANAGEMENT:

Teach allocated students by planning their teaching to achieve regression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge students and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or very able pupils
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with college procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary

- ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support.

MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY:

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- To recognise the level that a student is achieving and make accurate and valid assessments using College and departmental policies and procedures
- To mark student work on a regular basis in line with College and departmental policies and guidelines
- To make careful records of attendance and student progress following carefully the departmental guidelines; mark books/record books should be available for scrutiny as required from time to time
- To liaise effectively with students' parents/carers through informative oral and written reports on pupils' progress and achievements according to the College's assessment and reporting schedule
- To discuss with parents/carers appropriate targets for their child and encourage them to support their child's learning, behaviour and progress.

OTHER PROFESSIONAL RESPONSIBILITIES:

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the College
- To undertake the role of form tutor, if required to do so
- To undertake supervisory duties before College, at break or after College as required under the Teachers Pay and Conditions Act
- Know subject(s) or specialism(s) to enable effective teaching
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- To maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, other staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times
- To raise issues of concern with his/her line manager or with the appropriate member of Executive
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and students

- Contribute to the corporate life of the College through effective participation in meetings and management systems necessary to coordinate the management of the College
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools (as covered in the directed time budget)
- Take responsibility for own professional development and duties in relation to College policies and practices
- Liaise effectively with parents and governors.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Policy and have regard to the Teachers' Conditions of Employment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.