



Job Pack

Subject Leader Humanities

Content:

Principal's Letter **Page 3**

Job Description **Page 4**

Person Specification **Page 6**

Job Advertisement **Page 7**



The City Academy, Hackney

Values and Success

Homerton Row, London, E9 6EA

T: 020 8525 5440

F: 020 8985 3908

admin@thecityacademy.org

www.thecityacademy.org

Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of Subject Leader Humanities at The City Academy, We are achieving exceptional results to match our status as an outstanding school. 77% of our students achieved five A*-C (9 – 4) grades with English and mathematics, and 58% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 60% are entitled to pupil premium. We have also just received our second set of A Level results, with 79% of exams awarded A* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, www.thecityacademy.org. I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully,

Mark Malcolm
Principal

Please note applications must be received by Monday 20th November at 9am.

Job description

Post:	Subject Leader Humanities
Grade	Inner London Spine + TLR1D
Responsible to:	Vice Principal – Teaching and Learning
Responsible for:	Humanities, Geography, History and Religious Education

Principal Accountabilities

- 1) Lead and develop all aspects of Humanities within the academy.
- 2) Provide high quality leadership of the Humanities faculty.

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Teaching and Learning

- Teach Humanities subjects to all age groups.
- Be a form tutor and/or Personal Adviser.
- Ensure students' progression is adequately monitored and achievements maximised.
- Efficiently address gaps in attainment of underachieving students.
- Fulfil the requirements of academy policies as outlined in the *Academy Handbook*.

2. Leadership and Management Responsibility

- Be responsible for developing the work of the department, raising the level of attainment in Humanities subjects in accordance with academy targets and expectations.
- Line manage staff within the Humanities faculty.
- Monitor the quality of Humanities teaching and learning.
- Monitor and identify underachieving students from performance data.
- Address underachievement through contributing to academy strategy as well as developing and implementing faculty strategies and approaches.
- Fulfil a strategic leadership role as part of the academy middle leadership group, contributing in developing the academy and its policies.

3. Standards/Quality Assurance and Additional Responsibilities

- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Attend and participate in open evenings and student performances.
- Uphold the academy's behaviour code and uniform regulations.
- Participate in staff training and development.
- Develop links with governors, LEAs and neighbouring schools/academies.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young

people and we expect all staff to share this commitment.

- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue:

Signature of postholder:

Signature of Principal:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Experience		
Ability to use ICT effectively	✓	
Ability to use ICT to raise achievement and as a management tool	✓	
Provide high-quality teaching to students of all abilities	✓	
Leadership experience, including managing staff and students		✓
Ability to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work	✓	
Demonstrable experience of improving student outcomes	✓	
Ability to provide high-quality outcomes	✓	
A record of continuous professional and career development		✓
Experience as a form tutor and/or pastoral work	✓	
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, achievement of department aims, and to the efficient running of the faculty	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development	✓	
Ability to organise whole school/year based activities	✓	
Ability to think and plan strategically and manage change	✓	
Knowledge and understanding		
Developments in the National Curriculum	✓	
Academy's strategic plan and the role to be played by the Subject Leader and the faculty		✓
Developing differentiated schemes of work	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
Equal opportunities		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	

The City Academy, Hackney
Subject Leader Humanities
(Inner London pay spine, plus TLR 1D £13,027) performance related bonuses and other benefits)

If you want to be the best, then you should probably join us

Students in our academy made more progress than in any other school in Hackney and made the best progress of any co-educational school in the country in 2014. In 2015 and 2016 students made exceptional progress with a Progress 8 score above 1.00, one of only seven schools in the country to achieve this. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

The Role

You will play a leading role in developing the Humanities programme for students in the academy. This exciting and challenging post requires an enthusiastic, hardworking, conscientious and energetic individual, who is experienced in working with young people, teaching Humanities and ensuring children are supported regardless of gender, ethnicity and religion helping them to achieve and enjoy learning to the best of their ability.

Duties will include:

- The strategic leadership of the Humanities faculty.
- Ensuring high-quality teaching and learning is delivered to all students.
- Developing systems and procedures to efficiently challenge underachieving students.
- Developing meaningful partnership with parents/carers and local primary schools.

This is a fantastic opportunity to help make a difference to the lives of students in Hackney. If you think you can contribute to our goals then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For more details about the role and how to apply, please visit www.thecityacademy.org.

Please note this role is for January 2018 start.

The closing date for applications is Monday 20th November at 9am.