**Job Description**

**Post: Assistant Director - Humanities**

**Scale: MPS/UPS + TLR**

**Hours of work & Contract type:** Full time & Permanent

**Responsible to:** Director of Humanities

**Primary objective of the post:** Provide strategic leadership in delegated areas to secure improvements which raise levels of student achievement and attainment

**Key duties and responsibilities:**

* Accountable for ensuring that students maximise their progress and attainment across all levels and abilities
* Through leadership and management of the faculty, put strategies in place to ensure a co-ordinated approach to raising standards for individuals and target groups
* Accountable for improving the quality of teaching and learning in the faculty
* Accountable for ensuring that curricula taught in the faculty is within the context of national and Academy policy and that impact is measured and monitored
* Lead on the recruitment and performance management of staff in the faculty, ensuring the highest standards are maintained through consistent application of policies/procedures to support and guide staff
* Ensure staff resources are deployed effectively, on a daily basis, across the faculty
* To support the strategic direction of the Academy by being a member of the Extended Leadership Team
* Develop quality assurance strategies which drive up standards of learning and teaching across the team, in line with the Academy’s drive towards outstanding, whilst ensuring effective implementation of Academy policies
* Ensure student data is accurate and up to date and used proactively to develop individual targets which enable students to monitor their own progress
* Use data analysis to inform planning and intervention, set high expectations and targets for students and staff to drive up achievement
* Lead the development of outstanding curriculum provision including appropriate syllabuses and schemes of work which promote high achievement, outstanding student leadership and independence and spiritual, moral, social, and cultural development
* Maximise opportunities for students to develop skills in reading, writing, communication and maths across the curriculum within the faculty

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Head teacher.

**All members of staff are expected to:**

* Have proper and professional regard for the ethos, policies and practices of the school.
* Have regard for the need to safeguard pupils’ wellbeing and health & safety by following relevant statutory guidance, along with school policies and completing mandatory training on an annual basis.
* Demonstrate positive attitudes, values and behaviours.
* Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date.
* Support equal opportunities measures and promote anti-discriminatory practice

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Knowledge & Understanding (including any relevant or required qualifications)** | Good Honours degree in a relevant discipline  Recent and relevant CPD activities  Relevant experience and impact at middle leadership  Knowledge and understanding of strategies to improve Teaching and Learning  Evidence of the effective use of data to improve student achievement  Recent experience of exam assessment at either GCSE or A-Level  Excellent interpersonal and presentation skills across the spectrum of stakeholders  Has a good knowledge and understanding of the wider educational agenda | Relevant professional/leadership and management qualifications  Experience in more than one school | Application  Application  Application/Interview  References  Application/Interview  References  Interview  Interview  Application/Interview |

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| **Personal and Professional Conduct** | Experience of coaching/mentoring/performance management/supporting colleagues, which has led to improvements in performance  Proven track record in leading and managing staff including contribution towards building a successful team  Excellent influencing skills and the ability to engage others in new ideas. Understands aims and vision of the Academy and is able to inspire, challenge and motivate others. |  | Application/Interview  Application/Interview  Application/Interview |
| **Working with others** | Ability to promote and develop positive relationships within and beyond the Academy.  Understands the need for effective relationships with parents, carers, partners and the community which enhance and support learning.  A high level of self awareness – knows strengths and weaknesses, and can related to different personality types well. |  | Application/Interview  Application/Interview  Interview |