

**Post**: CTL Humanities

**Responsible to**: SML/SLT Line Manager

**Core Purpose:**

* The creative leader, in collaboration with the SLT will determine the strategic direction and development of humanities. They will be expected to keep abreast of developments within humanities curricula.

**Job Description:**

* The duties outlined in this Job Description are in addition to those covered by the latest ‘School Teachers’ Pay and Conditions Document.’ It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

**Responsibilities:**

* To lead the work of learning and teaching within Humanities to Years 7-11.
* To be responsible for the line management and performance of teachers in the Humanities Department and conduct regular reviews
* To support the QA process by completing the necessary activities as directed by the Head of Teaching & Learning
* To ensure that the Humanities area works towards common standards, aims and objectives which are compatible with the academy’s aims.
* To have an up-to-date knowledge of developments and innovations in the subject(s).
* To develop the curriculum and the implementation of the National Curriculum in Key Stages 3 and 4.
* To ensure good and varied learning and teaching practices prevail and to monitor standards within the department to ensure all students have access to the curriculum.
* To maintain up-to-date documentation, with particular reference to Schemes of Work, SEF and Departmental Development Plan.
* To supervise the preparation of lesson and revision of materials.
* To build on established good practices in the development of policies and practices in marking, recording and assessment (including National Curriculum assessment) and profiling and to monitor and evaluate these.
* To have an overview of display in the Humanities area.
* To manage the budget and resources of the department effectively.
* To establish links with primary schools to ensure continuity and progression in the National Curriculum.
* To be a Form Tutor or Associate Tutor and member.
* To carry out a share of academy supervisory duties in accordance with published rotas.
* To chair or participate in appropriate meetings with colleagues and parents relating to the above duties.

NOTES:

*1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of*

*Conditions of Employment.*

*2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on 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 time in accordance with the Academy’s needs as identified by the Executive Principal/Head of Academies/Line Manager.*

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

*4. Job descriptions will be reviewed annually.*