

St Edmund Campion Catholic School

Job Description

POST:	Lead Practitioner: Humanities
RESPONSIBLE TO:	Assistant Head: Teaching and Learning
SALARY:	LP6 - LP12
KEY RELATIONSHIPS:	Department colleagues, Line Manager, Senior Leadership team, Heads of Department, Heads of Year, Teaching and learning Team, Post 16 Team
LOCATION:	St Edmund Campion Catholic School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

To ensure that the quality of teaching, learning and assessment in Humanities is consistently good through the dissemination of best practice in Humanities. To play an integral part of the St Edmund Campion teaching and learning team to ensure the overall quality of teaching and learning in the school is consistently good and better. To provide high quality professional development as directed by the leadership team. To engage fully with current research and evidence of what best practice is. Oversee the implementation of a high quality careers programme within school

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:
Job Description – Lead practitioner Humanities

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

Professional Leadership Responsibilities

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Create and contribute to a positive culture of high achievement and standards across the school and in all aspects of school life.
- Contribute to whole school strategic planning and development at department level and wider
- Support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD.
- Provide effective line management for designated responsibilities and report back accordingly
- Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.
- Deputise for the Leadership team as required.
- Implement strategies that consistently secure the very best behaviour for learning from pupils
- Take pride in and reward the achievements of staff and students.
- Ensure that all leadership policies and strategies are positively supported and implemented as directed and hold department members to account if they are not.
- Support in the development of whole school improvement as directed
- Undertake all reasonable duties as directed by the Headteacher (and by proxy the leadership team) (including after school events), and participate in the 'On-Call' system and Remove Room duty as well as being an effective presence on the corridor during lesson changeover
- Ensure that pupils consistently meet the Six Champion Standards for Success addressing any low standards immediately.
- Support in the delivery of whole school PSHE, British Values, CEIAG and Catholic Life curriculum provision as directed
- Be a positive and effective presence in and around school ensuring that high standards are consistently met in line with the vision of the Headteacher.
- Address any members of staff who fail to follow school policy or do not adhere to the School Code of Conduct
- Present and prepare documentation and impact reports as required for line management, SLT, Governing Body, Inspections, etc.
- Be part of the school performance management process as directed by school policy.
- To ensure all health and safety regulations are met within subject area and that department members are compliant

Specific Roles and Responsibilities

Humanities

- To support the Heads of Department in creating a vision, sense of purpose and a positive culture in which department members feel valued and developed and strive to be successful within the Catholic ethos of the school.
- To support the Heads of Department in monitoring and evaluating the quality of teaching, learning and assessment in Humanities ensuring all staff adhere to the DfE Teacher Standards
- To coach individual members of the Humanities department to ensure the quality of teaching is consistently good and so that all members consistently better their practice
- To regularly deliver high quality CPD to the Humanities department focussing on the best practice in Humanities based on current evidence and research.
- To develop/support a CPD course for non-specialists, ensuring outcomes are measurable through an increase of Humanities teachers
- Develop high quality resources for the teaching of Humanities at all levels which are shared for all staff members to use (To include staff training on the use of these resources through faculty CPD).

Whole School Teaching and Learning

- As part of the teaching and learning group be responsible for understanding and evaluating current research around high quality teaching, learning and assessment and to disseminate best practice across the school, as directed by Deputy Head for Teaching and Learning, through:
 - Ongoing internal CPD programmes
 - INSET Days (or equivalent)
 - Development of a consistent and effective teaching and learning model built around effective practice
- To support with the monitoring and evaluation of whole school teaching, learning and assessment
- To be responsible for induction, coaching and mentoring of NQTs, Teach Firsts students and ITT students and to support in the delivery of quality training for them.
- To provide tailored support, mentoring and coaching for identified underperforming colleagues as directed by the Senior Leadership team.
- To support in the external delivery of best practice to professionals in other institutions as directed by the Deputy Headteacher.
- To work with local feeder primary schools to support best practice and transition to secondary school as directed by Assistant Head with responsibility for transition and literacy.
- To work closely with other middle leaders on their curriculum development and implementation and supporting with their monitoring and evaluation

Whole School Responsibility

- To be decided

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.