

## BETHNAL GREEN ACADEMY

<b>JOB DESCRIPTION</b>		
<b>Post Title:</b> <b>Learning Area Manager – Humanities</b>	<b>Grade:</b>	<b>TLR 1a</b>
<b>Department:</b>	<b>Curriculum</b>	
<b>Responsible to:</b>	<b>Director of Learning - Humanities</b>	
<b>Responsible for:</b>	<b>Learning Area staff and the provision of an appropriate learning experience for all students.</b>	
<b>Liaising with:</b>	<b>Head, Deputies, Assistant Vice Principals (AVPs), relevant support staff, external parties and parents.</b>	

### **MAIN PURPOSE OF THE JOB**

1. To provide professional leadership and management.
  2. To deputise for the Director of Learning (DOL) in his/her absence.
  3. To take responsibility for a subject area or Key Stage in the provision of an appropriate broad, balanced and differentiated curriculum for students studying in the Learning Area, in accordance with the National Curriculum, aims of the Academy and curriculum policies.
  4. To provide a vision by achieving a commitment to a set of values, and guiding and inspiring colleagues in order to secure high quality teaching, effective use of resources and improvement in standards of learning and achievement for all students.
  5. To support the development of the teaching practice of others and to support shared planning within the Learning Area.
  6. To monitor and support the overall progress and development of students within the Learning Area and as form tutor.
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## **MAIN (CORE) DUTIES**

The position will carry with it the following responsibilities:

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### **Strategic and Operational Direction and Development**

1. Support the development and implementation of policies and practices for the Learning Area, which reflect the Academy's commitment to high achievement and effective teaching and learning.
2. Create a positive working ethos for staff in order that they are able to develop and maintain positive attitudes.
3. Develop an understanding of how the Learning Area can contribute to the spiritual, moral, cultural, mental and physical development of students and prepare them for the opportunities, responsibilities and experiences of adult life.
4. Analyse and interpret data to identify underachievement and inform policies, practices, expectations, targets and pedagogy.
5. Monitor the progress made in achieving plans and targets and use the analysis to guide further improvement.

### **Curriculum Provision and Development**

1. To assist the Director of Learning in ensuring the delivery of an appropriate, comprehensive curriculum programme.
2. To assist the Director of Learning in providing effective curriculum coverage, continuity and progression for all students.
3. Keep up to date with national developments in the Learning Area and teaching practice and methodology.
4. Actively monitor and respond to curriculum developments and initiatives at local, regional and national level.

### **Teaching, Learning and Monitoring**

1. Support the Director of Learning in ensuring that learning objectives, subject specific aims and content of schemes of work are consistent across the Learning Area.
2. Provide guidance and support in the development of teaching methodology and practice.
3. Support the evaluation of teaching within the department.
4. Ensure the effective development of student's independent and collaborative learning skills.
5. Participate in quality assurance and control systems and cycles.
6. Assist in the process of setting targets within the Learning Area and work towards their achievement.
7. Participate in the monitoring and evaluation of the Learning Area in line with agreed whole school procedures.
8. Support the establishment and maintenance of agreed standards of practice within the Learning Area.

## **Staffing**

1. Contribute to performance management and act as team leader for designated staff.
2. Promote teamwork and motivate staff to ensure effective working relationships.
3. Identify resource needs and priorities for the Learning Area and allocate with maximum efficiency to ensure that the objectives of the Academy and Learning Area are met alongside the principles of best value.

## **Managing Information**

1. Assist in the use, analysis and evaluation of performance data.
2. Ensure that examination entries and examination performance data are accurate.

## **Communication and Promotion**

1. Ensure that all members of the Learning Area are familiar with its aims and objectives.
2. Ensure effective communication with parents and other stakeholders.
3. Contribute to all Academy promotional activities.
4. Contribute to the development of effective links with feeder and partner schools and community groups and organisations.

## **Management of Resources**

1. Monitor the effective and efficient use and organisation of learning resources, including ICT
2. Explore opportunities to develop resources using a wide range of internal and external sources.
3. Ensure an effective and stimulating environment for the teaching and learning of the curriculum.
4. Establish and maintain a safe working and learning environment in which all risks are properly assessed.

## **Learning**

1. Support the monitoring of the progress and development of students in the Learning Area.
2. Act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
3. Contribute to PSHE and Citizenship.
4. Support and assist in the implementation of the Behaviour Management system within the Learning Area.

## **Teaching**

1. Undertake an appropriate programme of teaching in accordance with the duties of a Main Scale teacher.

## **Additional Duties**

1. Play a full role within the life of the school community, support its ethos and encourage all staff and students to follow this example.
2. Promote and support all school policies.
3. Continue personal professional development.
4. Undertake any other duty as specified by STPCD not mentioned above.

In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Principal.

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**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Academy's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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Signed \_\_\_\_\_  
Postholder

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date \_\_\_\_\_

## BETHNAL GREEN ACADEMY

### Person Specification: Learning Area Manager (LAM) – Humanities

Education, Qualifications & Experience	<ol style="list-style-type: none"> <li>1. Educated to degree level or equivalent.</li> <li>2. Qualified teacher status.</li> <li>3. Has recent, relevant experience of teaching (3 years minimum)</li> <li>4. Recent and relevant professional development.</li> </ol>
Knowledge, Skills & Understanding	<ol style="list-style-type: none"> <li>1. Has the knowledge and understanding of current and national issues in relation to pupil development, pupil progress and raising achievement.</li> <li>2. A broad knowledge of relevant curriculum areas, including a sound understanding of assessment.</li> <li>3. Knowledge of the use of data, tracking and target setting to raise attainment at individual student and cohort level.</li> <li>4. Ability to communicate effectively, both orally and in writing, with a range of audiences.</li> <li>5. Proven administrative and organisational skills.</li> </ol>
Planning, Teaching & Class Management	<ol style="list-style-type: none"> <li>1. Plans teaching to achieve progression in students learning.</li> <li>2. Makes effective use of assessment information on students' attainment.</li> <li>3. Has high disciplinary standards and can manage difficult behaviour.</li> </ol>
Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> <li>1. Has the skills and aptitude to lead and manage a department and team and to be accountable for department outcomes.</li> <li>2. Is able to monitor student and staff performance.</li> <li>3. Is able to evaluate and review progress and evaluate change.</li> </ol>
Other Professional Requirements	<ol style="list-style-type: none"> <li>1. A commitment to, and understanding of, the wider aspects of student development, including tutoring and PSHCE.</li> <li>2. A willingness to initiate and participate in both cross curricular and extra curricular activities, as well as demonstrating successful involvement in all aspects of school life.</li> <li>3. Has the ability to work with parents, external agencies and the wider community.</li> <li>4. Is determined to promote a culture that celebrates success.</li> <li>5. Is a strong role model for staff and students including having excellent attendance and punctuality.</li> <li>6. Is flexible, able to work under pressure and meet deadlines.</li> </ol>

*This post is subject to an enhanced CRB Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.*