

HUMANITIES TEACHER - JOB DESCRIPTION

(Full/Part-time)

Al-Khair Secondary School is a high achieving school, which has an excellent academic as well as pastoral record. We place the utmost importance on nurturing our students in a holistic manner to be the best they can whatever their chosen specialisation may be in the future. We would like our students to realise their individual potential and live as valuable and beneficial members of society that will bring benefit to all who they come across. If you share our values and would like to be a part of our exciting, rewarding and demanding vision, please complete an application form and return it with a covering letter to: samia.arooj@alkhairschool.org.uk

The application form is available to download from our website.

Closing date: Monday 6th May

Applications will be reviewed upon receipt and you will be notified, if you have been shortlisted for an interview.

Interviews from the week beginning **Monday 13th May to Friday 17th May 2019.**

Start date: September 2019

Salary: £24,500 - £28,750 depending on qualification and experience (pro rata for part-time)

Working hours: 08.00 am -17.00 pm Monday to Friday with a lunch break plus preparation, meetings and school events outside these hours, as required. We currently work a 36-week teaching year.

Post title to which post holder reports: The Head Teacher, The Proprietor and the AKF School Management Team

Duties and Responsibilities

The following duties shall be deemed to be included in the professional duties which a teacher will be required to perform:-

Teaching and learning

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for Humanities to students age 11 – 16, including GCSE.
- To monitor and support the overall progress and development of students.

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to maximizing of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Planning

- To assist in the development of appropriate schemes of work towards selected Humanities syllabuses. To develop teaching resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To contribute to the curriculum area and department's development plan and its implementation.
- To ensure department documentation and practice in relation to Health and Safety is in place and adhered to.
- To assist in the process of curriculum development in Humanities to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's ethos.
- To ensure that the equipment is in good working order and suitable for teaching use.

General Duties

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enhancement, including extra-curricular activities and off-site visits.
- Support other members of the curriculum area and students as appropriate.
- Review your own professional development and maintain professional standards.
- Carry out any other such duties as the post holder may reasonably be required to do.

Person Specification:

Knowledge

- Excellent subject knowledge.
- A full awareness of the current issues relating to the developments of teaching Humanities in schools.
- Knowledge of the humanities curriculum or a willingness to learn and explore this in your teaching.

Experience

- Proven teaching experience at secondary level would be an advantage, but not essential.

Qualifications

- Appropriate qualifications for the post. Post may be suitable for an NQT or an unqualified teacher.

Personal Attributes

- Enthusiasm and passion for Humanities and the ability to convey this to pupils.
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development.

Skills – Essential

- Ability to teach Humanities.
- The ability to differentiate in an innovative and creative manner.
- Flexibility and an ability to work in a team.
- Good communication skills, including written and verbal interpersonal skills.
- Self-motivation, effective time management and the ability to work unsupervised.
- Must be able to use initiative and work under pressure.
- Ability and willingness to learn new skills and methods.

Assessments and Reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.

Staff Development/Training/Reviews/Meetings:

- Participating, if required, in any scheme of staff development and performance review.
- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher.
- Advising and co-operating with the Head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety:

- Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover:

- Supervising and teaching any pupils whose teacher is not present or needed.

Public Examinations:

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.

Other Activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
- Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- Communicating and consulting with the parents of pupils;
- Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority.
- Participating in meetings arranged for any of the purposes described above.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service.

Al-Khair School is committed to safeguarding and promoting the welfare of children and young people and all posts will be subject to satisfactory references and an enhanced DBS checks.