



Job Title: Associate Assistant Headteacher – Humanities

Salary: L5 – L10

Location: Yardley Wood, Birmingham

Start: Permanent - Full time

### **Job Description:**

Responsible to the Deputy Head Teacher

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### **Core Purpose**

The successful candidate, will develop, lead and manage the effective delivery of outstanding curriculum in Humanities, which enables the highest level of student progress and attainment. They will lead a professional community of teachers and promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

### **Responsibilities**

- Supporting and promoting the school's Christian distinctiveness and encourage staff and students to follow this example.
- Supporting and promoting BDMAT's vision, values, aims and goals.
- Creating a culture of constant improvement and being an inspirational leader, committed to the highest achievement for all in all areas of the science department.
- Creating a positive culture of support and high expectations, to achieve the science department's development plan, raise standards and improve the quality of teaching.
- Supporting the Senior Team/Headteacher in recruiting and retaining staff of the highest quality, in line with Trust policy and safer recruitment procedures.
- Promoting, embedding, securing and monitor all agreed school and BDMAT policies.



## Leadership of curriculum, teaching and learning in humanities

- Ensuring that a high-quality educational experience in humanities is available for all children and young people.
- Ensuring that the humanities curriculum is rich, relevant, and inspirational and contributes to outstanding educational and whole person outcomes.
- Managing and organising the departments environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the allocation and use of accommodation within the classrooms provides a positive learning environment that promotes the highest achievement for all.
- Inspiring a passion for humanities in every member of the school community.
- Providing a model of outstanding practice to all staff in teaching and department leadership.
- Securing and sustaining effective teaching and learning throughout the departments by assisting the Deputy Headteacher in monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.
- Ensuring the effective and consistent implementation of the Teachers' Appraisal Policy and other systems of quality assurance and professional development of staff.
- Securing appropriate arrangements for classes during staff absence.
- Ensuring effective induction for new staff, career development for all, including those at the start of the profession.
- Ensuring creativity, innovation, and the use of appropriate new technologies to achieve excellence in humanities.
- Keeping abreast of educational developments and best management practice in humanities to introduce and disseminate appropriate innovation and contribute to joint practice development.
- Collaborate with other Heads of Department, and wider professional communities to exploit wider curriculum application opportunities.
- Manage departmental budget and resources effectively and efficiently.
- To ensure the department teaching spaces, prep rooms and practices are compliant to all Health and Safety requirements.



## Strengthening Community

- Developing an inclusive and supportive approach so that the departments are a place where all young people and the wider school community feel welcome.
- Supporting the Headteacher in fostering a strong sense of community and a distinctively Christian ethos among both staff and students.
- Ensuring effective and appropriate pastoral support is available to children and staff in the school, including for their mental well-being.
- Promoting consistent implementation of behaviour policy and system of rewards and sanctions, informed and inspired our vision and values.
- Ensuring that all children make good progress including where there are barriers to learning, through clear, consistent, and excellent systems and provision for all, actively promoting inclusion.
- Acting as a positive role model to staff and students, modelling the school's values in all interactions.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Treating everyone within the school and the wider community fairly and equitably; Engaging in issues of science staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all.

## Safeguarding children and Safer Recruitment

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and BDMAT, in line with national requirements.
- Ensure that all academy policies and procedures are followed by all team members

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description as required by the Senior Team.

Person Specification:

1.Christian ethos

**Essential:** To actively support and develop the school and Trust's Christian ethos.

**Desirable:** Experience of teaching in a secondary Church of England school.



## 2. Qualifications

**Essential:** Qualified Teacher Status; Honours degree in humanities discipline; Evidence of committing to continuing personal development.

**Desirable:** NPQML; Masters of higher relevant discipline.

## 3. Experience

**Essential:** Demonstrable commitment to raising attainment; Experience designing, implementing and evaluating schemes of work; Experience developing progression plans, schemes of work and high-quality resources; Experience improving teaching and learning.

**Additional experience:** Experience leading a team; Experience interpreting student data; Strong subject mastery; Effective behaviour management; Experience monitoring staff performance.

**Desirable:** Teaching experience in various settings; Proven track record leading aspects of a humanities department; Experience preparing for and administering assessment.

## 4. Professional learning

**Essential:** Ability to identify own learning needs and support others; Experience coordinating professional development.

**Desirable:** Experience working with other schools/orgs; Knowledge of Free School and Academy context.

## 5. Strategic leadership

**Essential:** Ability to articulate Trust vision; Ability to inspire staff, students and parents; Understanding safeguarding; Ability to build relationships.

**Desirable:** Ability to analyse data, set targets and monitor progress; Ability to manage change.

## 6. Teaching and learning

**Essential:** Knowledge of effective teaching strategies; Experience providing CPD; Experience monitoring and feedback; Understanding assessment strategies; Understanding learning environments and behaviour management; High-quality teaching skills.

**Desirable:** Experience evaluating and intervening in teaching and learning.

## 7. Managing staff

**Essential:** Ability to delegate and support colleagues.

**Desirable:** Knowledge of budget planning; Performance management experience; Supporting CPD needs.

## 8. Accountability

**Essential:** Experience preparing/administering assessments; Ability to communicate humanities performance.

**Desirable:** Experience with self-evaluation; Ability to report to governors; Awareness of DfE measures.



## 9. Personal attributes

**Essential:** Problem-solving; Positive under pressure; Organised; Empathy; Excellent communication; Stamina and resilience.

## 10. Other

**Essential:** Knowledge of safeguarding regulations.

**Desirable:** Understanding equal opportunities, health & safety, safeguarding legislation; Commitment to staying updated.