

## Job Description

**Job Title:** Associate Director of Humanities (Geography specialism)

**Reporting to:** Senior Director of Humanities and/or Director of Humanities

**Grade:** L13-17

**Accountable for:** Delivery of outcomes in your subject within the academies allocated and the development of allocated leaders within those academies.

### **Purpose of the Post**

To support the Senior and Director of Humanities in providing leadership and strategic direction to the subject area by:

- Ensuring the provision of high quality teaching and learning;
- Ensuring high standards and high expectations from students and staff;
- To provide a mentoring role for subject teachers and leaders and to model outstanding practice at all times.

### **Main Duties and Responsibilities**

- To undertake the full range of duties and responsibilities as required by the Chief Executive as set out in the School Teachers Pay and Conditions of Service;
- Support the Trust's National Leader of Education status by providing support and challenge to other schools as required;
- To provide HoDs/ leaders of Humanities with advice and support to drive the improvement of the quality of teaching and learning in Humanities across the Trust;
- To support the development of new initiatives and innovative practice in your subject;
- To support the development of quality data via monitoring of the Humanities GCSE tracker and Praising Stars input to ensure that it is accurate and appropriate to facilitate targeted intervention;
- To be an advocate for Humanities and to work collaboratively with others to improve the quality of teaching in your subject area across the Trust;
- Support and challenge the learning and teaching of Humanities across the Trust, including the development of leaders of the subject;
- Deliver, participate and support the Outwood Institute of Education as required;
- To implement the systems and procedures established by your Senior Director of Humanities to ensure that performance and standards within the subject area remain high and increase further.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Special Features**

- The post holder shall be required to work in any of the schools/academies within the Outwood Grange Family of Schools as directed by the Chief Executive.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.