



Mossbourne
Federation

Second in Charge – Humanities Learning Area

Job Description

Date last reviewed on:	02/04/2025
Date to be revised on:	



POSITION	Second in Charge Humanities Learning Area
SALARY	Teachers main pay scale + TLR / UPS + TLR
START DATE	Monday 1 st September 2025 [INSET Days 1 st and 2 nd September 2025]
HOURS	40 hours per week
FULL TIME EQUIVALENT	Full Time, 52.143 weeks per annum
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Head of Learning Area
LOCATION	Mossbourne Port Side Academy
KEY WORKING RELATIONSHIPS	SLT, ELT, teachers, support staff, students and parents

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Port Side Academy (MPSA)

Mossbourne Port Side Academy is a secondary school located in Stanford-le-Hope, Essex. It offers a curriculum for students aged 11 to 16, focusing on academic achievement, personal development, and preparing students for future success.

In addition to core academic subjects, we offer a range of extracurricular activities to promote student engagement and personal growth. The school values student well-being and works to create a positive school culture, helping students build confidence, resilience, and leadership skills.

We are committed to ensuring that our students leave with the knowledge, character, and qualifications that will open the doors to the future they dream of. Our students leave prepared to make a meaningful impact on the world and bring positive change to their communities.

Mossbourne Port Side Academy has just entered an exciting new chapter in joining the Mossbourne Federation —an organisation known for its exceptionally high standards, where students consistently achieve some of the best outcomes in the country. This is a thrilling time for our school, offering us a fantastic opportunity to grow, evolve, and thrive as we continue our mission to provide our students with the outstanding education they deserve.

If you want to be part of the team that is improving the life chances of our students, then read on.



The Humanities Learning Area

The Humanities Learning Area So committed are we to the importance of an education which exposes children to the global landscape, every student is entered for GCSE Religious Studies and GCSE History with GCSE Geography being popular option choice as well as being studied at Key Stage 3 by all students. There are currently 5 Humanities teachers working within the Learning Area which is set to grow next year. Responsibility is shared between the Head of Learning Area (HoLA), a Second in Charge and a Heads of Department.

Job Summary

We are seeking an outstanding leader and practitioner who is ready to provide strong leadership for the learning area. The successful applicant will be passionate about teaching and have the drive and ambition to lead improvements. They will be well organised and willing to go the 'extra mile'. They will be a driving force in the Learning Area who will deputise for the Head of Learning Area when they are unavailable, collaborate closely with the Head of Learning Area and will embody the high standards that we expect from all of our staff. They will share in the vision that educational excellence is for all and will be instrumental in not only maintaining high standards but have the desire to play a significant role in developing the Humanities Learning Area further.

Main Duties & Responsibilities

Responsibilities include, but are not limited to:

- To lead the Learning Area in their support for the Head of Learning Area and deputise for the Head of Learning Area, when necessary.
- Co-ordinate, oversee and contribute to the development of schemes of work, liaising with the Key Stage coordinators.
- To work with the Head of Learning Area to ensure effective provision of teaching and learning.
- To observe colleagues on a regular basis and provide quality feedback, setting targets for improvement and follow up where appropriate.
- To support Humanities teachers in their drive to become outstanding, through lesson observations, paired planning and learning area INSET.
- To participate in training, monitoring, and mentoring of NQTs and Schools Direct trainees and the mentors that support these members of staff.
- To contribute to the planning, development and delivery of training and INSET within the learning area.
- To take on a lead role in ensuring outstanding behaviour is upheld in the learning area.
- To train teachers on the use of data and how to use it effectively across the learning area.
- To have an overview of progress and attainment of students across all Key Stages.
- To be a member of the pastoral team & if required, a form tutor carrying out associated responsibilities.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations



Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task / Lesson
Experience				
E	Ability to teach their subject specialism to KS4	X	X	X
E	knowledge and understanding of how students learn	X	X	X
E	Ability to monitor and report student attainment across all Key Stages	X	X	X
E	Training, monitoring and mentoring ECTs and Schools Direct trainee teachers	X	X	X
E	Ability to observe colleagues on a regular basis and provide quality feedback, setting targets for improvement and follow up where appropriate	X	X	X
E	Ability to plan, develop and deliver training and INSET within the learning area	X	X	
E	Capable of upskilling teachers on the use of data and how to use it effectively across the learning area	X	X	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	X	X	X
E	Ability to coordinate, oversee and contribute to the development of schemes of work, liaising with the Key Stage Coordinators	X	X	
E	Capable of supporting Humanities teachers in their drive to be outstanding	X	X	
E	Effective classroom management and efficient organisation of resources	X	X	X
Qualifications				
E	A good degree in a Humanities or a related subject	X	X	X
E	Qualified Teacher Status (QTS)	X	X	
IT knowledge				
D	Knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, PowerPoint)		X	
D	Ability to swiftly adapt to and utilise new/various systems/software		X	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		X	X
Behavioural Competencies				
E	Excellent communication skills	X		X
D	Strategic approach, ability to see the ‘big picture’	X		
D	Have the initiative to work independently with minimal supervision	X		
E	Ability to meet ALL deadlines internally and externally, ensuring output consistently is of an exemplary standard	X		



E	Must have the upmost integrity as well as high levels of motivation and commitment.	X		
E	Proactive approach, efficient time management, and prioritisation skills	X		
E	The drive to deputise for the HOLA when necessary	X	X	
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X	X	
Applicable to all staff				
E	Undertake training as required to so in order to fulfil the requirements of the role	X	X	X
E	Support Mossbourne' s efforts both verbally and non-verbally (i.e., via actions and attitude), including adjusting performance and practice in accordance with Mossbourne' s initiatives and findings	X	X	X
E	Recognise your role as part of the succession of Mossbourne	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

The document is not a comprehensive list; it simply outlines the expectations of this role.

This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.