



ARDEN ACADEMY

POST: Deputy Curriculum Leader - History
(MPR/UPR plus TLR2c)

POST HOLDER: VACANCY

LINE MANAGER: Head of History

1 Key Responsibilities

- (a) To contribute to the teaching of the Department with particular emphasis on History.
- (b) To participate in the development of appropriate schemes of work, (syllabi, materials and teaching strategies) in line with the National Curriculum, Department Schemes of work and the school's aims and objectives.

2 Job Purpose

- (a) As a class teacher, to promote the general progress and well-being of individual pupils, classes or other groups of pupils assigned to him/her principally, but not exclusively, through the teaching of History and as a form teacher and/or member of a Year Team
- (b) As a form teacher, through regular daily contact with pupils in a form to exercise care for each individual (liaising with the Head of Year when appropriate), encouraging positive attitudes to school, an understanding of rights and responsibilities within the life of the school and in society and assisting each pupil to recognise the contribution that he/she can make to the whole school community.

2 Key responsibilities

As a class teacher

- (a) To contribute to the teaching of History in ways which encourage learning within the aims and policies of the school and department and the curriculum area
- (b) Planning and preparing schemes of work for pupils assigned to him/her, in keeping with the policies and programmes of study in force in the department.
- (c) Teaching, according to their educational needs, the pupils assigned to him/her including the setting and marking of work carried out by those pupils
- (d) Assessing, recording and reporting on the development, progress and attainment of pupils assigned to you
- (e) Communicating and consulting with the parents of pupils assigned to him/her in accordance with the arrangements for communication published by the school
- (f) Having an awareness of the baseline data for each pupil in the class and tracking progression in line with National expectations.
- (g) Reviewing from time to time your methods of teaching and the schemes of work, keeping up to date with subject and professional developments and participating in

arrangements, as appropriate, for his/her further training and professional development as a teacher

- (h) Providing guidance and advice to pupils on educational and social matters and on their future careers, including sources of more expert advice on specific questions
- (i) Participating in arrangements, as appropriate, for public examinations in accordance with the Conditions of Employment
- (j) Participating, as a member of a departmental team, in the team management of the department and assisting the effective running of the department through the discharge of such tasks as the Subject Leader may reasonably delegate
- (k) In accordance with school policies on behaviour and uniform, taking all reasonable steps to maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- (l) Recording and reporting the absence of pupils from teaching groups in accordance with school procedures
- (m) Assisting in the development and maintenance of an attractive learning environment by producing materials for display in classrooms and around the school
- (n) Ensuring that the teaching for which you have responsibility is appropriately organised and properly looked after.

As a form teacher and member of a Year team

- (a) The accurate recording of attendance and absence at the start of each school session in accordance with the published instructions
- (b) The monitoring of attendance of each individual pupil, ensuring that messages and notes from parents are received and/or that appropriate action is taken in accordance with the published procedures
- (c) General responsibility for the welfare and conduct of members of the form (this includes ensuring that there is compliance with uniform regulations and understanding of school rules and policies)
- (d) Checking pupil homework diaries
- (e) Leading form periods in accordance with the scheme of work for each Year group, managing form time so that it is used purposefully and profitably
- (f) Attending assemblies with the form and supervising them whilst they are there (this includes the supervision of dismissal from assembly)
- (g) In accordance with the published calendar of meetings, attendance at Year Team meetings
- (h) In partnership with the Head of Year, to encourage inter-form activity and the participation of form members in inter-form events

- (i) In association with the Head of Year, the fostering of good home/school liaison, and the distribution of the newsletter and other material which may from time to time require distribution to pupils or parents.
- (j) Ensuring that rooms are properly cared for.

Responsibilities associated with TLR2

To support the Head of Department in the following areas:

- To assume responsibility of the Head of Department in the absence of the HOD
- To raise standards of student attainment and progress within the History curriculum area and to monitor and support student progress
- To be accountable for student progress and development within History
- To develop and enhance the teaching practice of others
- To play a central role in the regular review and evaluation of the department curriculum paying particular regard to its intent, implementation and its impact
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department
- To be accountable for leading, managing and developing History
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio
- To lead the development of the appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching strategies in the department;
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the School SDP
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To understand Appraisal reviews and to act as reviewer for certain staff within the department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with Cover Supervisor and relevant staff to secure appropriate cover within the department
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the delivering the School's CPD programme
- To implement School policies and procedures, for example Equal Opportunities, Health & Safety etc.

General Duties

- (a) To carry out a share of supervisory duties in accordance with published rosters
- (b) To participate in the meetings arranged with colleagues, parents and others, relative to the above duties
- (c) To cover for absent colleagues as agreed in the school's cover policy
- (d) To participate in arrangements made for the Appraisal under School Appraisal Policy.
- (e) To participate in pupil review

Continuing Professional Development - Personal

1. In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.

Compiled by: M Bull	Revision Number 3
Approved by: D Warwood	Revision Date 15/09/2023