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| **Job Title:** | Head of History |
| **Location:** | Bedford Academy |
| **Reports to:** | Director of Achievement (HUMS) |
| **Direct reports:** | History Staff |
| **Full/part time:** | Full Time  |
| **TLR payment:** | TLR 2b  |

HEART Academies Trust is a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. HEART Academies Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community. Bedford Academy is part of HEART Academies Trust and this role of Head of Year will be based at the school.

**Job Purpose**

* To uphold and embed The BA Way at every opportunity and lead by example for other staff around the school site and across the Trust
* To play a full and active part in the leadership and management of Bedford Academy to ensure exceptional practice in the pursuit of excellence in all that we do for our young people.
* To ensure continuous improvement in the quality of provision in the specific areas of responsibility so that these are outstanding and develop our workforce.
* To motivate and lead others by example by being an exceptional teacher and a high performing and reliable leader.
* To work alongside Middle Leaders within the Humanities Team to promote a positive working environment; high aspirations for all staff and students; high quality teaching and learning for all though interesting lessons; and lead the development of processes and practices to support a culture of appreciation and success in History.
* To contribute to the high standards that are set by the Bedford Academy History team at every opportunity, with a clear focus on developing best practice across the school.

**Specific Responsibilities**

General Responsibilities

* Lead on the development and evaluation of the team improvement plan, including curriculum review and planning.
* To be a model of excellent practice of teaching and learning to give History teachers advice and guidance on improving the quality of learning.
* Identify students who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in History.

Leadership of Teaching and Learning

* Ensure there is clear vision as to how the subject should be taught underpinned by a well-sequenced curriculum.
* Ensure that subject delivery meets statutory requirements.
* Lead the development of areas of the History curriculum.
* Promote and develop high quality teaching and learning within History.
* Contribute to and support the professional development of the History and wider Humanities team.
* Oversee the performance management of departmental staff.
* Ensure that all staff have high expectations of students in line with the BA Way.
* Ensure the effective use of data to promote students learning and target setting is well embedded into the department.
* Identify underachieving students and ensure appropriate intervention.

Leadership and Management:

* Work alongside the DOA Humanities in producing the team improvement plan, ensuring that it is regularly evaluated and reviewed.
* Lead the development and refinement of the curriculum, with an emphasis of creating a dynamic and exciting classroom experience for all learners.
* Lead the development of effective assessment models to support students in meeting their targets and celebrating their successes, as well as identifying focal points for intervention.
* Manage departmental resources in line with priorities identified in the team improvement plan.
* Ensure that your teaching environment encourages learning and meets Health and Safety standards.
* Assist in the contribution of department information for school prospectuses, newsletters and the web site as required.
* Support subject staff in the application of the school behaviour policy to support students with their conduct and behaviour for learning.

In addition:

* Monitor and evaluate the quality of teaching and learning in History undertaking a variety of quality assurance activities throughout the year.
* Regularly review and update schemes of learning.
* Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements.
* Develop, monitor and evaluate student performance in external and internal assessment.
* Ensure effective deployment of support staff and promote collaboration between all members of the team.
* Promote and ensure effective use of ICT to enhance the learning of students.
* Promote an understanding of subject requirements with parents and encourage their involvement in their child’s learning.
* Make effective use of external agencies / community links to enhance students learning.
* Ensure staff within your subject area are continually developing as professionals.

Communication with Parents

* Attending any appropriate meetings with parents.
* Providing informative reports to parents.
* Raising, in consultation with the Head of Year, particular concerns regarding tutees with parents.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Assist in translating the vision of the Trust and Academy into agreed objectives and operational plans relevant for your role.
* Take lead responsibility for policy development and implementation in agreed specified areas.
* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents/carers and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people. Work with the Head teacher to develop an ‘open culture’ in discussing abuse and safeguarding.
* Assist the Head teacher to develop a culture and environment in which young people thrive and to drive innovation.
* To drive educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Academy where well-being and respect are at the heart of the Academy and each student is valued and nurtured to develop personally and educationally.
* Ensure the effective operation of Academy self-evaluation systems as appropriate, and produce reports as required.
* Identify and take appropriate action arising from evaluation, setting deadlines and reviewing progress on actions taken.

**Leading and Managing Others and Self**

* Where required, take responsibility for the day-to-day line management of designated staff.
* Support the Head teacher in the recruitment, deployment, motivation, development and performance management of staff, making the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities; including working within safer recruitment practices.
* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Encourage all Trust staff to be continually active in their personal and continuous professional development.
* Lead groups of staff in developmental activities and evaluate outcomes.
* Actively engage in the performance review process.
* Work within the Trust’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
* Adhere to Trust and Academy policies and procedures.

**Partnerships and Communication**

Support the Trust in:

* Creating strong links and collaborative ways of working with Trust schools and external stakeholders, including the wider community and neighbouring schools, ensuring that the Trust schools are at the heart of the community.
* Fostering and enhancing links to support and develop curriculum opportunities.
* Working with other public and voluntary sector agencies, clubs and societies in the local community to develop extended services, to enable the wider community to access knowledge, skills and learning opportunities.
* Supporting and developing public service, international and social enterprise activities.
* Ensuring that parents/carers are kept well informed about the Academy curriculum, its targets, student attainment and their part in the process of improvement; ensuring that Academy policies and procedures are regularly communicated to staff and students so that they are clear about their responsibilities.

**PERSON SPECIFICATION**

Our aim is to create an exceptional Trust and all our staff will be expected to exemplify excellence in all that they do. The role of Head of History requires someone with high expectations, enthusiasm and the ability to positively impact on the learning, skills and the experiences of our students. We value the ability to demonstrate emotional intelligence, be able to work well with other staff to develop their practice and to adapt to different situations dynamic and positive attitude. We require an exceptional leader that will go above and beyond what is expected for our fantastic students.

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|  | **Essential** | **Desirable** |
| **Knowledge & Experience** | * Degree, QTS, relevant professional development
* Successful teaching experience in at least 2 of the key stages
* Knowledge and understanding of the curriculum required across the key stages
* Knowledge and understanding of how to rapidly impact on students’ progress
* Significant personal impact on the outcomes for students, including their external assessment results
* Experience of contributing to and supporting initiatives that have improved behaviour, learning, teaching and student skills
* Experience of creating effective routines that support and enthuse students to focus on developing their learning
* Familiar with successful management of student progress through the use of tracking and monitoring of student data.
* Familiar with intervention planning with successful outcomes for students.
* Successful experience of teaching the full range of ability students, including students with additional needs such as SEN, EAL and gifted and talented.
* Familiar with recent developments in the teaching and learning of the subject(s) including strategies for raising achievement.
* Knowledge and understanding of the role of a form tutor.
* Able to use ICT across the curriculum and for administration purposes.
 | * Experience of working with all years at KS3, 4 and 5.
* Successful experience of community or enrichment initiatives.
* Experience of leading and motivating staff in a development project or CPD
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| **Skills and Attributes** | * Ability to be a consistently outstanding teacher
* Willingness and ability to accept accountability for student outcomes and behaviour
* Willingness to learn
* Ability to motivate staff and students
* Ability to understand, analyse and make effective use of a range of data
* Fundamental belief that every child matters and that aspirations/achievements can be significantly altered
* Personal presence to develop and promote high standards in all aspects of school life.
* Ability to lead and manage own work effectively and take responsibility for own professional development
* Developed interpersonal and communication skills (including written, oral and presentation skills)
* Be able to cope with change, lead innovations and meet challenges successfully
* Team working skills: the ability to lead others and be a team member
* Energy, tenacity, resilience and determination
* Diplomacy
* A liking, sympathy and respect for children and sensitivity to their needs
* Ability to relate well to parents/carers and the wider community
* Personal presence to develop and promote high standards in all aspects of school life
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