



<b>Job Title:</b>	<b>Head of History</b>
<b>Salary:</b>	MS + TLR 2b
<b>Hours of Work:</b>	Full time
<b>Post Objective:</b>	<ul style="list-style-type: none"> <li>To lead the continuing development of high-quality learning and teaching in all key stages in History</li> <li>To lead the positive promotion of the Catholic ethos of Christ the King Catholic Voluntary Academy</li> <li>To take active responsibility for the welfare of all students in the school community</li> </ul>
<b>Accountable to:</b>	Director of Learning (Spiritual & Human)
<b>Duties, Responsibilities and Key Tasks:</b>	<p><b>Specific responsibilities</b></p> <ul style="list-style-type: none"> <li>Identifying priorities and developing the department's strategic vision</li> <li>The quality of teaching, outcomes and curriculum at Key Stages 3, 4 and 5 for History</li> <li>The promotion of the Catholic life in the school community</li> </ul> <p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>To lead the continuing development of a fully resourced, high quality curriculum at all key stages</li> <li>To develop teaching and learning for History, according to the needs of the students, teachers and the whole school</li> <li>To ensure that History is a rewarding subject with positive recognition of achievement</li> <li>Use available data to inform the History curriculum.</li> </ul> <p><b>Curriculum provision and development</b></p> <ul style="list-style-type: none"> <li>To keep up to date with, and actively respond to, national developments in curriculum development</li> <li>To seek out new methodologies, share research and inspire departmental staff</li> <li>To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>To liaise with Senior Leadership colleagues to ensure cost-effective staffing which enables the delivery of high-quality learning to all students in areas of the History curriculum.</li> <li>To provide help and support for the professional development of staff, including support staff attached to the department.</li> <li>To provide support, advice, praise and counselling for the department team in areas of teaching, learning and discipline</li> <li>To follow the CMAT framework for performance management.</li> <li>To delegate responsibilities across the department to aid professional development</li> </ul>

**Quality assurance**

- To monitor the quality of learning in History in accordance with the Academy quality assurance policy
- To take positive action in response to issues raised by the monitoring process
- To use and adhere to the appraisal policy.

**Management information**

- To ensure that the History department data is accurate and up to date
- To analyse and evaluate performance data
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- To provide reports on examination performance, including the use of value-added data

**Communications**

- To liaise with all staff to assist with provision of the spiritual and moral aspects of the curriculum
- To attend and contribute to all appropriate meetings
- To share the ethos, aims and vision of Christ the King community with all staff
- To work with parents as partners to raise standards and achievement
- To ensure History department reports are completed accurately, effectively and on time
- To liaise with feeder schools to ensure curriculum coherence and cohesion
- To ensure the department is represented at all relevant meetings

**Marketing and liaison**

- To form professional and collaborative working relationships with colleagues
- To promote the success of students in History

**Management of resources**

- To liaise with the finance department to set realistic spending priorities for the development of learning
- To ensure the smooth running of the department on a day-to-day basis
- To formulate the department improvement plan within the framework of the school improvement plan
- To ensure health and safety procedures are observed by staff and pupils.

**Pastoral**

- To continuously assess pupils, provide feedback, set targets and ensure they know how to improve
- To set a good example to pupils through presentation, personal and professional conduct
- To provide pastoral support to all students across a vertical tutor group

**Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils matches their needs.



	<ul style="list-style-type: none"><li>• To organise lessons effectively to ensure high-quality learning</li><li>• To act as a role model of good practices for all staff</li></ul> <p><b>Additional duties</b></p> <ul style="list-style-type: none"><li>• To participate fully in community activities, developing the ethos of the school and sharing the vision</li></ul>
<b>Success Criteria:</b>	<ul style="list-style-type: none"><li>• The department staff will maintain consistently high expectations of all students and provide the best experience for all</li><li>• All students will make good progress and engage confidently with the curriculum at all Key Stages</li><li>• Staff will work together effectively to strengthen the Catholic ethos of our Academy</li></ul>
The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.	