

HEAD OF HISTORY - Permanent Contract

JOB DESCRIPTION

Job Title : Head of History
Responsible to : Senior Assistant Headteacher
Responsible for : History Department
Contract : Permanent

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

1. TITLE AND GRADE OF POST

Head of History – Main Pay Scale / Upper Pay Scale (Dependant on Experience) plus TLR 2.2 £4,781.

2. PURPOSE OF THE JOB

To lead the department and to secure high quality learning which allows pupils to fulfil their potential, achieve improved standards of teaching, and attain outstanding outcomes in external examinations.

3. RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters, to the Senior Assistant Headteacher in respect of curricular matters and the Heads of Year in pastoral matters.

4. LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

5. PARTICULAR RESPONSIBILITIES

The main duties of the post will include:

- a) **To lead and manage History at both Key Stage 3 and 4.**
- b) **To be directly responsible for all attainment in History at Key Stage 3 and 4.**
- c) **To develop the staff in the History department.**
- c) **Responsibility for the Departmental Quality Assurance programme (DQA) in History.**

These duties will require you to:

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE level.
- Evaluate and enhance the History curriculum.
- To develop and review the syllabus, resources, marking and assessment policies and teaching and learning strategies in the department.
- To have direct responsibility for results at Key Stage 4 for History.
- In conjunction with the Examinations Officer ensure all information is completed accurately for Controlled Assessments and Examination Entries in History.
- Use data effectively in order to set and monitor targets for individual pupils and implement appropriate intervention strategies such as support and revision lessons in History in order to raise standards of pupil attainment and achievement at KS4.

- Evaluate the teaching of History and use the analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching in the department.
- Record and analyse national, local and school data and report results to Line Manager, plus research and inspect evidence to inform policies, practices, expectations, targets and teaching methods.
- Co-ordinate the Standardisation of centre based assessment materials and ensure all pupils achieve or exceed their FFTD targets.
- To develop challenging materials for all pupils at Key Stage 3, including in high prior attainment (formerly G&T) To be responsible for HPA/pupils progress and ensure challenging targets are met or exceeded.
- Set History work for absent colleagues.
- To be responsible for analysing summative data to help inform our medium and long term planning. To be responsible for publishing the findings of data analysis in a way that is accessible and useful.
- To be responsible for leading subject meetings. To help in the administration of those meetings through the distribution and drafting of minutes. Ensuring all official documentation is efficiently distributed to parties concerned and that documents (minutes, agenda etc.) are stored on the department's area on the school system.
- To liaise with HE providers in the delivery of the ITE programme and the shared mentoring of trainees.

OTHER ACCOUNTABILITIES

2. Support the development of the subject

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated History curriculum for all pupils studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- Be responsible for the formulation of department's policy, aims and objectives which relate to National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Lead the History Rewards and Awards Schemes.
- Actively participate in promoting and implementing the relevant sections of the History Departmental Action Plan and ensure that your team is clear about action to be taken, timescales and criteria for success.

3. Teaching and Learning

- Monitor the progress made towards the History Department Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all pupils, including those of high prior attainment and those with special educational or linguistic needs.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils in History.
- Lead the Monitoring and Evaluation of teaching and learning in History.

- To ensure the department's assessment and homework policies conform to school policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvements.
- Ensure effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work.

4. Leading and Managing Staff

- Support teachers to build constructive working relationships with pupils, parents and other staff.
- Lead the History team to engage, inspire and motivate pupils to maximise their enjoyment of, and progress in History.
- Lead professional development of teachers through methods such as leading by example, coaching, and by involving others such as LEA consultants.
- Lead the professional development of all staff, including LPAs, to regularly provide bespoke departmental training opportunities during meetings, twilights and other sessions.
- Work with the SENDCO, pastoral team, senior team, outside agencies and any other staff to ensure pupils' work and subsequent standards to attain desired levels.

5. Efficient and effective deployment of staff and resources.

- Access appropriate resources for History to ensure that they are used effectively, efficiently and safely.
- Support the effective and efficient management and organisation of learning resources, including information and communications technology.

6. Additional Specific Responsibilities.

- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Contribute to the school ethos, aims and development/improvement plan.
- To attend and participate in team meetings, staff meetings, open evenings, parents evenings and student performance evenings.
- Engage actively in the performance development process of the school.
- To comply with procedures for finance, safety, data protection, child protection, equal opportunity and any other relevant guidelines.
- To uphold the school policies for pupils, especially in relation to the behaviour and uniform regulations.
- To undertake any other reasonable duties as may be agreed from time to time with the Deputy Headteacher or the Headteacher.

PLEASE NOTE

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

SECONDARY DUTIES

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: Post holder	Date:
Signed: Headteacher	Date:

The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.

Hollingworth Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school which is wholly owned, leased or operated and occupied by the school.



EQUITY EXCELLENCE ENTERPRISE ENGAGEMENT