

TEACHING STAFF
JOB DESCRIPTION

ROLE TITLE	Head of Department – History
CONTRACTED HOURS	Full Time
LOCATION	Newmarket Academy
GRADE / SCALE POINT – SALARY	MPR/UPR (£31,650 to £49,084) + TLR £4,500
REPORTING TO	Senior Leadership Team

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

KEY TASKS & RESPONSIBILITIES

General Teaching Responsibilities

1. Engage in identifying and implementing the priorities of the School Improvement Plan, participating fully in school self-evaluation;
2. Comply with and uphold the policies of the school;
3. Fully understand and comply with the school's policy on safeguarding. Remain alert to students' pastoral needs and provide support, in conjunction with school's SENCo and Teaching Assistants (TAs);

4. Proactively uphold the school's behaviour policy establishing class rules and setting out clear and fair sanctions in accordance with the school's systems; high standards of behaviour should be expected at all times;
5. Work as part of the school's teaching team and actively behave as a team member to support colleagues;
6. Oversee and work closely with TAs, setting out tasks appropriate to the assistant's role and ability; supervise the work of support staff, students and voluntary helpers as required;
7. Ensure that the learning spaces provide a welcoming and stimulating environment to students and adults. Classrooms will be vibrant, well organised and serviceable. Work should be attractively displayed and be clearly and appropriately labelled;
8. Make effective use of PPA time to raise standards;
9. Lead assemblies as required;
10. Play an active role in the full life of the school.

Specific Responsibilities

Class / Subject Teacher:

1. Teach the designated class / subject group(s), implementing agreed planning, assessment and target setting; work with others to provide Curriculum Enrichment for students.
2. Plan students' work to provide an inclusive and personalised curriculum which meets the needs of the children, including those with Special Needs and those who are Able, Gifted and Talented;
3. Carry out regular assessment, recording, monitoring and record keeping according to school policies, maintain appropriate records which monitor the progress of the students; mark students' work regularly in accordance with the school's marking policy;
4. Develop home-school links with parents/guardians of students in the class / subject group(s);
5. Complete termly and half-termly assessment records for the class / subject group(s), using the school's systems, including preparation of Student Progress Reports for presentation to the Principal, Senior Leadership Team and Governing Body, as appropriate;
6. Complete student reports for presentation to parents (academic report and the achievement, effort and social report); meet students' parents at parent evenings, 3 times per year;
7. Manage and monitor the work of other adults in the classroom (including volunteers);
8. Liaise closely with the SENCo regarding the learning needs of students;

9. Liaise closely with the Designated Teacher for Safeguarding regarding students' welfare needs.

HEAD OF DEPARTMENT

The post of Head of Department carries significant leadership responsibility for the curriculum area and the staff working therein. The post has a broad responsibility, as a Middle Leader within the school, to promote and support the wider educational progress of all students.

Line Management responsibility

1. Monitor the effectiveness and impact of Performance Management arrangements within the Department;
2. Provide input to Performance Management of individual staff within the Department in terms of setting objectives, monitoring and assessing work performance;
3. Provide interventions as necessary with staff colleagues to improve teaching and learning.

Curriculum and Assessment

1. Develop / update schemes of work as required, ensuring that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students;
2. Provide input as required on the choice of appropriate teaching and learning methods, including ICT, to meet the needs of the subject and of different students;
3. Implement and monitor policies and practices for assessing, recording and reporting student achievement, and for using this information to recognise achievement and assist students in setting targets for further improvement, consistent with school policy;
4. Support teachers and support staff in maintaining a strong culture of behaviour for learning within the Department, ensuring that systems of reward and sanctions are consistently applied and their effectiveness regularly evaluated by the team;
5. Work with teachers and support staff in the Department to help ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
6. Help Teachers in the Department to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets;
7. Actively assist and be pro-active in developing effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding;

8. Seek and implement ways of developing and promoting out of hours learning for students in relation to the subject area.

Monitoring and evaluation

1. Monitor the quality of work throughout the Department through regular book scrutiny, in accordance with the relevant school's policy;
2. Identify appropriate attainment and/or achievement targets;
3. Monitor student standards and achievement against annual targets;
4. Monitor planning, curriculum coverage and learning outcomes;
5. Monitor standards of student behaviour;
6. Plan and work with staff colleagues to implement strategies where improvement needs are identified;
7. Ensure that relevant attainment / achievement targets are met;
8. Monitor the quality of marking and reports;
9. Monitor implementation of the Department's Extended Learning policy [or equivalent];
10. Lead evaluation strategies to contribute to overall school self-evaluation

Leading staff development

1. Identify relevant curriculum area improvement issues;
2. Contribute to the professional development of colleagues using a range of strategies including coaching and mentoring;
3. Evaluate the impact of all improvement activities on the quality of teaching and learning;
4. Provide staff in the Department with relevant subject, curriculum area or student performance information;
5. Support staff to maintain the highest standards of behaviour for learning;
6. Keep up-to-date with new developments and initiatives in the relevant areas of curriculum and assessment and work to continuously improve knowledge and best practice amongst all teachers and support staff;
7. Maintain and develop personal professional expertise and share this with other teachers;
8. Act as a role model of good classroom practice for other teachers, modelling effective

strategies with them;

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.