

Job Description

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| Job Title | Head of Curriculum Area - History |
| Grade | TLR 2c |
| Responsible to | Deputy or Assistant Headteacher |

As Head of History, you will lead, develop and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment. You will lead teachers to promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

Key Responsibilities

- Leadership and Management of the History department.
- Lead, develop and line manage the department's staff through the provision of department CPD, inset training, supervising ECTs, ITT students and support staff, etc.
- Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the History team.
- Implementation of rigorous, valid and reliable assessment program throughout years 7-11.
- Ensure that excellent classroom teaching delivers excellent student outcomes.
- Manage departmental budget and resources effectively and efficiently.
- Lead behaviour management in the department, securing strong routines for learning, consistent with the school's policy, and liaising with tutors and parents when necessary.
- Develop strong partnerships and ensure regular communication with parents and carers.

Strategic Leadership

- Develop a vision for the curriculum area which ensures continual improvement, maximum effectiveness and outstanding outcomes
- Create a climate which enables other staff to develop and maintain a positive attitude towards, and confidence in, their professional role.
- Promote a culture of continuous improvement, encouraging innovation in teaching, learning and assessment.
- Develop and implement practices to enable staff to be well informed about policies and plans within the curriculum area.

Standards

- To provide professional leadership and management of the Subject Team in order to secure the highest quality teaching, and improved standards of learning and achievement for all students.
- Demonstrate high expectations which inspire, enthuse, motivate and challenge colleagues and students.
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the curriculum area.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to assist students and colleagues in setting targets for further improvement.
- Use data effectively to identify individual students and student groups who are underachieving and, where necessary, create and implement effective plans of action to support these students.
- Analyse and evaluate the extent to which colleagues in the Department respond to the strengths and needs of all students.
- Create training opportunities for colleagues in the Department to develop classroom practice
- Encourage research and innovation in approaches to teaching and learning in History
- Actively pursue strategies to raise the quality of behaviour for learning in the History Department
- Role model to colleagues in the History Department how to fulfil wider professional responsibilities and expectations
- Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom.
- Ensure that cover work for absent staff is made available, appropriate and accessible.

Accountability

- Lead and support colleagues in fulfilling their responsibilities with regard to the History Department's performance and standards
- Ensuring staff accountabilities in the History Department are understood, agreed and regularly reviewed and evaluated.
- Analyse performance through assessment data, lesson observations, curriculum area reviews to challenge, support and remedy underperformance
- Lead and manage arrangements made in accordance with the regulations for the appraisal of the performance of teachers in the History Department
- Promote and protect the health, safety and welfare of pupils and staff
- Further develop the collaborative culture that exists amongst teachers in the History Department
- Further develop partnership work with Heads of History in other schools across the city and further afield.
- Seek continued professional development from outside organisations