

THE MARCHES ACADEMY TRUST

POST TITLE:	Leader of History
GRADE:	TLR2a
HOURS OF WORK:	1.0fte
POST STATUS:	Permanent

INTRODUCTION

Vision and Values - Our Vision – ‘Achievement Through Caring’

We believe: Successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

We offer:

- ❑ A supportive environment with an experienced team where you will be invested in and valued
- ❑ A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust
- ❑ A varied day with different experiences and challenges
- ❑ A Talent Pathway that offers you continued professional development and learning for you as an individual

PURPOSE

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

RESPONSIBLE TO

Director, Leadership Group Line Manager, Headteacher.

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

To assist the Director of Humanities in their strategic vision for the Department.

- ❑ Teacher in charge of History – Responsible for all aspects of resourcing and delivery including monitoring, assessment, reporting and schemes of work.

The particular duties, under the guidance of the Director of Humanities, may include the following:

- ❑ To lead on the continued development and implementation of a high quality, ambitious curriculum offer which provide a broad, balanced, relevant and differentiated History curriculum with clear intent.
- ❑ To lead on the development of teaching and learning strategies to promote student-led learning and develop independent, resilient and confident History students.
- ❑ To monitor the quality of teaching and learning across the History department, with a focus on ensuring high levels of pupil engagement and excellent outcomes at GCSE and A level.

- ❑ To ensure that knowledge of developments in the History curriculum and current understanding of how students learn most effectively is personally maintained and disseminated to other teachers.
- ❑ To ensure the effective day-to-day management of the curriculum, including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences, for effective continuation of students' learning.
- ❑ To monitor and analyse student performance data and, as a response, put intervention strategies in place across the department to support students in fulfilling their potential.
- ❑ To establish Departmental aims and objectives for History and state them in the Departmental Handbook.
- ❑ To organise the History setting arrangements for all Year groups.
- ❑ To assist in the organisation of examinations for all year groups and teacher assessments
- ❑ To represent Humanities department in cross curricular working parties for History and work with outside organisations in order to enrich the experience of students.
- ❑ To assist in the review process in order to evaluate and develop curriculum materials, procedures and strategies to meet these objectives.
- ❑ To work with team members to ensure they feel confident to support students.
- ❑ To help develop structures to facilitate progression and continuity in terms of cross phase work.
- ❑ To ensure the implementation of the school's homework policy.
- ❑ To assist in establishing appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the Department, including the careful presentation of work and the care of books and equipment.
- ❑ To assist in establishing procedures for the monitoring and recording of progress, which include the active participation of students, and involve the passing on of records from year to year.
- ❑ To assist with recruitment and appointment.
- ❑ To support ITT work within the school.
- ❑ To encourage team work and good morale.
- ❑ To help organise workshop activities and meetings that enable discussion and development of the curriculum and to encourage staff to become more reflective and informed about their classroom practice.
- ❑ To help oversee and evaluate the work of staff within the History areas including:
 - Observation of lessons and non-teaching tasks
 - Checking of books, records and assessments
 - Contribution to performance management
- ❑ Attend weekly Line Manager meetings.
- ❑ To organise History field visits to enhance the curriculum.
- ❑ To be responsible for aspects of work covering the History curriculum areas as agreed with the Subject Leader.

RESOURCES AND ACCOMMODATION

- ❑ To create a positive learning environment through displays and positively reinforce students' work in the History area.
- ❑ To establish and maintain, through forward planning, appropriate resources for the subject or curriculum area.

- ❑ To lay down standards for the proper care of accommodation, furniture and equipment; and to enhance the learning development through the effective display of students' work and other materials.
- ❑ To incorporate a wide range of resource materials into the curriculum, including I.T. software.

TEACHING AND LEARNING

- ❑ To adhere to Teaching Standards
- ❑ To maintain behaviour for learning in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- ❑ To contribute to the development of schemes of work, assessments, resources and displays.
- ❑ To keep up to date with marking, assessments and data entry.
- ❑ To keep an accurate teaching record.

CURRICULUM DEVELOPMENT

- ❑ To contribute to the team responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or preservation
- ❑ Contribute to whole school's development activities

STANDARDS AND QUALITY ASSURANCE

- ❑ To uphold department, school and Trust procedures, policies and plans.
- ❑ To represent the department in cross-curricular working parties.
- ❑ To attend Department, Year Team meetings and events to fully support the department, the school and the Multi-Academy Trust.
- ❑ To attend relevant INSET courses and meetings within the Trust and with outside agencies.
- ❑ To take a professional approach to all aspects of the work.
- ❑ Respect confidentiality: all confidential information should not be released to unauthorised persons.

COMMUNITY RESPONSIBILITIES

- ❑ To ensure effective dialogue with parents in accordance with school policies.
- ❑ To attend and support community events as required.

STAFF DEVELOPMENT

- ❑ To take part in the Academy's staff development programme by participating in arrangements for further training and professional development
- ❑ To continue personal development in relevant areas including subject knowledge and teaching methods
- ❑ To ensure effective and efficient deployment of classroom support
- ❑ To contribute to the delivery of relevant training programmes
- ❑ To work as a member of the department team to contribute to positive effective working relationships within the Academy Trust

SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”

Note: The Marches Academy Trust Schools are a designated no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.