

# COCKBURN SCHOOL

Specialist status in the Performing Arts



**Headteacher** Mr D Gurney B.A. Hons / NPQH

## Job Description

**Job Title: Subject Leader of History**

Working under an agreed system of supervision/management.

**Accountable to:** Senior Leadership Team/Director of Humanities.

**Accountable for:** Curriculum Teaching Staff, Support Staff

### **Purpose of the Role:**

To provide professional leadership and management to the History Department in order to secure high quality teaching, effective use of resources and high standards of learning and achievement for all students.

To work as part of a team with other middle leaders and the Senior Leadership Team, to effect the school's vision and to realise its strategic objectives.

The job description should be read alongside the range of professional duties of teachers as set out in the Teachers' Pay and Conditions Document, sections 71 to 76. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

### **Main Duties:**

#### **Teaching and Managing Student Learning**

- Manage resources efficiently so that teaching and learning is effectively supported in the History department
- Oversee planning/schemes of work in the History department
- Ensure curriculum entitlement and progression is achieved
- Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.
- Monitor implementation in the classroom through regular monitoring in line with whole school systems.
- Ensure teachers are clear about teaching objectives and provide guidance on methodology.
- Develop and sustain students' literacy and numeracy skills through the subject.
- Ensure appropriate accreditation with relevant examination boards and validating bodies is in place.
- Consider how the subject can promote citizenship, spiritual cultural, moral and physical development and preparation for adult life.

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## **Planning and Setting Expectations/Student Achievement**

- Plan the use of History within schemes of work, where appropriate monitor the quality of this aspect of lessons and ensure that History skills are regularly assessed in accordance with school guidelines.
- Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.

## **Assessment and Evaluation**

- Where appropriate establish and implement clear practices for assessing recording and reporting on student achievement, in line with school policy.
- Monitor student standards and achievement against annual targets and track progress in the History department.

## **Relationship with Parents/Carers and the wider community**

- Establish good and effective communication with parents/carers.
- Develop links with the local community to extend and enhance the work of the department.

## **Manage Own Performance and Development**

- Keep abreast of new curriculum thinking, teaching methods and examination syllabuses.
- Be aware of developments not only at KS3 & 4 but also at KS2 and KS5
- Know and understand the needs of sub-groups for teaching and learning in the subject.

## **Managing and Developing Staff and Other Adults**

- Lead, manage and develop the History department.
- Role model outstanding classroom practice.
- Act as a performance management reviewer for identified staff.
- Develop and support staff in delivering across all age and ability groups across the school.
- Train and develop staff to meet the requirements of national changes to the History curriculum.
- Monitor standards of teaching in the History department, provide feedback, and identify and meet the CPD needs of staff working within the History department.
- Lead in the development of effective teaching and learning styles in the History department.
- Help staff to achieve constructive working relationships with students.
- Support colleagues in their management of student behaviour by using school policy and procedures.
- Devolve responsibilities and delegate tasks appropriately, recognising and utilising the strengths of others.
- Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
- Be concerned for the professional development of colleagues.
- Provide full and regular feedback to team members, through departmental meetings, briefings and memos of matters discussed at meetings held for subject leaders. Ensure the department is represented at these meetings.
- Promote links and co-operation with other departments. Encourage departmental involvement in school wide initiatives and in the development of whole school policy.
- Ensure that senior colleagues and governors are well informed about departmental policies, plans, priorities, targets and professional development needs.
- Assist in the selection of staff within the department.
- Be responsible for supporting training, monitoring NQTs and trainee teachers placed within the department.

## **Managing Resources**

- Advise senior leaders of staff and resource needs for the department.
- Ensure the effective and efficient management and organisation of learning resources.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- In consultation with the team, formulate the department's strategic and action plans and implement the processes by which they will be monitored and evaluated.
- Ensure that the departmental handbook and electronic documents are kept up to date.

## **Strategic Leadership**

- Identify areas for improvement within the History Department and contribute to school self-evaluation and improvement planning.
- Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school's leadership.
- Develop and implement policies and practices for the subject that reflect the school's commitment to high achievement.
- Analyse current performance of students in the subject throughout the department and devise strategies for improving standards further.
- Establish, with the involvement of your line-manager, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning to promote student achievement.
- Monitor the progress being made towards targets established in subject planning.
- Evaluate the effects of the department's work on standards of learning and teaching.
- Actively participate through the subject leader meetings to the whole school improvements.

## **Specific Duties**

- Lead in department development planning and self-evaluation.
- Develop the curriculum to reflect national changes and requirements in History.
- Monitor the work of the department and organise departmental meetings to discuss the implementation of departmental policy.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.
- Draw up and monitor the resource requirements of the department and from time to time to requisition resources and materials in accordance with arrangements made for the purpose.
- Analyse data on student progress, achievement and attainment in line with school policy and practise.
- Devise and maintain arrangements for reporting to parents/carers on the progress of students undertaking studies in the department in accordance with the school's overall systems.
- Assist the Headteacher in the preparation of reports relating to the work of the department to be made to the school's governing body.
- To make contributions relating to the work of the department and to materials published about the school.
- To organise extracurricular activities.
- Any other duties commensurate with the post.