THOMAS MILLS HIGH SCHOOL & SIXTH FORM

JOB DESCRIPTION

TITLE :	Teacher of History
DEPARTMENT :	History
SALARY :	MPR/UPS
RESPONSIBLE TO :	Head of History
RESPONSIBLE FOR :	Teaching of History throughout the school as defined in the job description below.

1. DUTIES

The School Teachers' Pay and Conditions Act describes duties which may be required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that his or her professional duties are discharged effectively.

This job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder. It does not form part of the contract of employment.

2. PARTICULAR DUTIES

The person appointed will be responsible, so far as the teaching of History is concerned, for -

2.1 The teaching, discipline and safety of the classes allocated to him/her.

2.2 Appropriate preparation, marking, assessment and evaluation for those classes.

2.3 The sharing of the teaching of History throughout the school as directed by the Head of History and according to the syllabus and scheme of work from time to time in operation.

2.4 The assessment and monitoring of pupils' progress in line with agreed whole school policies.

2.5 The keeping of adequate records on pupils in his or her charge.

2.6 Carrying out the procedures outlined in the school's Performance Management policy.

In addition, the person appointed would also be responsible to the appropriate pastoral head for -

2.7 The registration, general supervision and welfare of tutor groups which may be assigned to him or her from time to time.

2.8 Participating, when required, in an agreed programme of tutorial work.

2.9 Liaising with parents through the pastoral head, as appropriate.

3. SAFEGUARDING

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

In addition to these specific responsibilities, the teacher appointed must expect to undertake any other activities considered necessary to fulfil the responsibilities of this post and such duties of a similar nature as may be reasonably directed by the Headteacher.

Please note the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

In any event the Headteacher reserves the right to review and amend the job description.

PRINT NAME:

SIGNATURE :

DATE: