

Head of History Job Description



Head of Subject	Head of History
Grade of Post	TLR2b
Job Purpose	<p>In addition to the requirements of a main scale/UPR teacher (as appropriate):</p> <ul style="list-style-type: none"> • To contribute to the collective ethos of the Academy by requiring the highest professional standards from colleagues and behaviour from students. • To provide high quality leadership and management of an allocated group of subjects/supporting a leader with a group of subjects. • To ensure effective and robust implementation of Academy policies. • To support all students to make exceptional progress, in the spirit of a no excuses culture, and to reduce any differences in performance. • To ensure literacy, numeracy and Personal, Spiritual, Moral, Social and Cultural (PSMSC) is taught and promoted appropriately through the faculty. • To maintain strong retention numbers into and through post 16. • To liaise with colleagues across the Academy as required. • To carry out such other associated duties as are reasonably assigned by the Headteacher

The post holder will be responsible for:

Quality of teaching, learning and assessment

- Ensuring the quality of teaching and delivery of lessons across the department is consistently highly effective.
- Identifying best practice and ensuring that this is shared with the team.
- Identifying underperformance and raise concerns with line manager to intervene early with colleagues who need support.
- Creating and developing appropriate schemes of learning and assessment, along with appropriate lesson plans, taking into account the need for stretch and challenge, teaching of SMSC and the delivery of literacy and numeracy as appropriate.
- Ensuring homework is set in line with our Academy policy and that it is meaningful, stimulating and challenging.
- Managing necessary adjustments to teaching and learning with respect to any curriculum or specification changes.
- Ensuring that assessments in the department are standardised (internally and externally) and that current attainment and predictions are accurate.
- Ensuring that students receive appropriate feedback in a variety of forms, such that they understand and act on advice regarding how to improve in the subject.
- Assist with the supervision of internal examinations and supporting the examinations manager in the organising of external and internal examinations.
- The shared responsibility, with the other middle leaders, for the care of the internal and external environment of the Academy, and the health and safety of students.
- Keeping up to date with latest pedagogical research and developments within the subject specialisms and benchmarking the faculty's practice against best practice in school and in other establishments.
- Providing appropriate enrichment and extra-curricular learning opportunities for students.

Leadership and management

- The engagement of students and staff with Academy values and ethos.
- The implementation of all Academy policies within a subject.
- Sharing the strategic leadership of the Academy with other middle leaders and attending and participating positively in relevant meetings and discussions.

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- Adopting a collaborative approach with other middle leaders to ensure that teaching, learning and assessment as well as behaviour management are consistently led across the Academy. Extending to external links and examination boards where appropriate.
- Assisting with subject or departmental recruitment and induction.
- Support staff with classroom practice and staff development in line with the Department Development Plan and Academy Improvement Plan in partnership with the department line manager.
- Leading whole academy CPD as appropriate.
- Support with the monitoring and evaluation of staff performance, academic standards and the personal development and wellbeing of the students.
- Producing Subject Development Plans to address the identified priorities and to feed into the Academy Improvement Plan.
- Support the SLT with appraisal.
- The proactive and positive communication with staff, students and parents using a variety of different media (FROG, contribution to the newsletter/website, letter, emails, telephone calls).
- Undertaking agreed duties before and after school and during unsupervised time.
- Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the post holder.

Student outcomes

- Ensuring that all students make the best possible progress within the subject/Key Stage from their starting points and that any differences in performance are identified early and actions are taken to reduce them rapidly.
- Reviewing subject performance critically and constructively post results, at each data point and after internal examinations so that effective development strategies are implemented rapidly.
- Ensuring that students are supported and challenged in an effective and timely way.
- Students are enthused by the subject/Key Stage and show pride in their participation, presentation and work generally.

Behaviour, attendance and safety

- Ensuring the culture and ethos in the department space is calm, purposeful, positive and aspirational.
- Supporting subject staff to take full responsibility for the conduct, behaviour and attendance/punctuality in their groups.
- Ensuring student effort, commitment and progress is recognised through the use of rewards, certificates, letters of praise, and meetings with senior staff.
- Monitoring and acting on the detailed record of incidents which occur within the department and ensuring that all staff follow the Behaviour, Anti-Bullying and Equalities policies consistently.
- Ensuring compliance with Health and Safety, Safeguarding and Equality requirements within the subject area.

The Head of Department will be accountable for:

- The standards reached by all students including the disadvantaged, those with special needs and the more able.
- The reduction and/or removal of any differences in performance of groups of students.
- The standard of teaching, learning and assessment in the subject areas.
- The consistent implementation of school policy in the subject areas.
- The effective use of resources including use of staff time.

Signed (postholder) Date.....