



HEAD OF HISTORY

JOB DESCRIPTION

Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.

Postholder:

Job Title:	Head of History
Salary Scale:	TLR 2b
Hours of work:	Full-time
Responsible to:	Head of Faculty Humanities

Job Purpose:

- To continue to raise standards of achievement in History in all year groups and all stages including the final GCSE assessments.

Key Accountabilities are:

- Standards of achievement in History subjects in the year 11 GCSE examinations and in all other year groups.
- Providing leadership, motivation and support for staff teaching history including staff training where necessary.
- Providing a role model as a classroom teacher for subject staff.
- Establishing and implementing, within the agreed timescales, short, medium and long-term plans for history.
- Developing effective policies, standard procedures and good practice.
- Monitoring, evaluating and improving work in the subject area, particularly standards of teaching, learning and overall pupil achievement.
- Actively contributing to the life of the school as a middle leader by supporting the ethos, policies and aspirations of the school.
- Ensuring the effective and efficient use of resources available.
- Ensuring high standards of learning outcomes, assessment and attainment of students.
- Monitoring standards of attainment and progress through faculty and school tracking systems.
- Having an oversight of and planning for the training and development needs of subject staff (teaching and support).
- To work with other colleagues to help raise standards of achievement within all areas associated with history.
- To uphold and promote the school aims and values.

Key tasks are:

Leadership

- To provide clear leadership to the department in order to guarantee improvements throughout the subject, by every member of staff and for every pupil.
- To ensure that the department contributes to the extra-curricular programme within the school.

Planning

- To ensure all programmes of study comply with statutory requirements, school policies and examination regulations.
- To plan a coherent history curriculum with detailed schemes of work which will raise standards, prepare pupils for the next stage in their learning and which aims to develop a love of the subject.
- To implement a common planning system which is followed by all history staff, which seeks to deliver challenging and stimulating learning experiences for all pupils.
- To ensure regular review and improvement of the range of learning experiences offered to students.
- To plan and organise intervention programmes in history for those pupils or groups of pupils who are underachieving.
- To ensure the development of independent learning through homework, revision and study skills.

Teaching and learning

- To teach excellent lessons where there is exceptional learning thereby providing a role model to colleagues.
- To develop consistency in the delivery of history schemes of work across all those who teach within the department in line with whole school expectations and guidelines.
- To support and challenge colleagues to improve pupil learning and achievement.
- To develop an ethos of constant improvement for both pupils and staff in every history lesson.
- To ensure that teachers and TA's work effectively and collaboratively.

Assessment, recording and reporting

- To ensure the consistent use of formative assessment (including regular marking & feedback) so that pupils can improve their history skills, knowledge and understanding.
- To organise and supervise a subject tracking system for pupil achievement at all levels.
- To ensure accurate and standardised levels/ grades/marks are entered in to individual departmental and school tracking systems so that both progress and attainment can be identified.
- To ensure that all summative assessment deadlines are met and monitor the data entry of colleagues within the department.
- To ensure there is regular and accurate reporting of achievement to pupils, parents and senior managers.

Monitoring and evaluation

- To ensure all aspects of the subject's work are monitored and evaluated in line with school policies.
- To monitor, evaluate and help raise standards of teaching and learning in history. This includes using the school student tracking and monitoring systems.
- To oversee all work within the subject and ensure that the learning experiences offered to students are appropriate and relevant to their needs using data provided by the school and faculty.
- To provide evidence or evaluation reports of work as required to a variety of audiences such as senior leaders, governors and external organisations

Behaviour & safety

- To oversee standards of student behaviour and discipline, monitoring the use of the school's behaviour policy and intervening and supporting staff where necessary.

Management

- To ensure there are clear and consistent systems which are followed by all teaching and support staff in lessons.
- To offer all staff opportunities which support their work and aid their professional development.
- To be responsible for the performance management of some members of the department.
- To liaise with other staff regarding appropriate cross-curricular links.
- To ensure the subject is represented at appropriate school meetings and to provide opportunities for information/ideas to be fed back to and discussed with all staff.

- To convene and chair meetings of relevant staff as necessary, ensuring that records are kept of decisions made and actions to be taken as a result.
- To ensure all administrative tasks relating to the efficient running of the subject area are carried out.
- To ensure that capitation is spent appropriately and to keep the Head of Faculty informed of any financial needs.
- To ensure the furniture, equipment and general environment within the subject area is kept in good order and to keep an up-to-date inventory.
- To oversee the process by which the annual subject development plan is agreed and produced.
- To ensure that a subject hand book is produced and updated at least annually and is made available to staff, containing e.g. aims and objectives, development plans, schemes of work and any subject specific policies and guidance for staff.
- To ensure information and resources are available online for pupils, staff, parents and carers.

Line Management Responsibility for:

- Staff within the history department.

General:

- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out.
- To supervise and monitor learners' behaviour and conduct both within and outside lessons as part of the school duty of care, pastoral and welfare support.
- A job description can never be fully descriptive. It is school policy that in the interests of continued professional development senior staff roles and responsibilities are reviewed and subject to change on a regular basis. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
- To uphold the school's Safeguarding and Child Protection policies at all times.
- To uphold the School's aims, ethos and values including the Yardleys School Charter.
- To uphold the school's Equal Opportunities policy at all times.
- To perform any other duties commensurate with the role as required by the Headteacher.
- This allocation of duties is subject to regular review.

Job description issued on:

Signature of Headteacher:

Copy received by:

Date: