

JOB DESCRIPTION

Job Title	Head of History
Hours of Work	Full Time
Department / Group	History
Line Management	Deputy Headteacher, Headteacher

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PURPOSE OF THE POST

To lead the History Department, continuing to raise standards and improve exam results, through effective curriculum delivery in this area.

This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions.

This is a TLR2B post where responsibilities include having an impact on educational progress beyond the teacher's assigned students; leading developing and enhancing the teaching practice of others; having accountability for leading, managing and developing a subject or curriculum area or student development across the board and line management responsibility for a significant number of people.

Tasks, Duties and Responsibilities

Key Tasks

1. To provide leadership that ensures effective teaching and learning in the History Department.
2. To ensure effective delivery of an effective curriculum at KS3, KS4 and KS5.
3. To be responsible for the co-ordination, organisation and administration of the History Department.
4. To make a full contribution to the life of the school.

Leadership of the Department

1. To provide the vision that will lead the History Department.
2. To lead, by example, the work of the History team and the students.
3. To ensure the good learning of all students in the History Department.
4. To identify, monitor and ensure good academic progress of all the students in the History Department.
5. To complete the Department SEF (Self-evaluation form) annually.
6. To maintain and update the Department Improvement Plan (DIP) to ensure it is aligned with whole school priorities.
7. To ensure that the department continuously improves and develops the schemes of learning in line with the latest pedagogy.
8. To monitor and ensure the good quality of work of all members of the History Department.
9. To support teachers, particularly NQTs, appropriately.
10. To identify and implement appropriate developments with regard to curriculum, syllabus and programmes of study in History.
11. To maintain excellent standards of behaviour and work in History lessons in line with the school Behaviour Management policy.
12. To teach a timetable commensurate with the post.

Effective delivery of Curriculum KS3, KS4 and KS5

1. To ensure that all there are engagement and appropriate History curricula for all students in line with our whole school curriculum vision.
2. To ensure that there is pace, challenge and progress in all History lessons.
3. To implement good procedures for lesson preparation, homework and the setting of work for all absent staff so as to ensure continuity.
4. To allocate resources and ensure their effective use.
5. To ensure that students are effective in their learning and make good progress.
6. To ensure that assessment is implemented in line with the school's Assessment Policy.
7. To ensure a good learning environment that supports effective work.
8. To spread good practice in teaching methodology through observations, discussion and developmental initiatives for the History Department.
9. To regularly monitor the work of the History Department.
10. To ensure innovative use is made of IT in History lessons.
11. To successfully develop and integrate the school's literacy strategy within the History Department.
12. To lead and support delivery of remote learning as required.

Co-ordination, Organisation and Administration

1. To organise departmental meetings for curriculum discussion, planning and development.
2. To ensure that there is effective recording and reporting of student work and assessments.

3. To ensure that reports are completed according to school policy and statutory requirements.
4. To ensure that full co-operation and information regarding student progress is given to parents, SLT and other relevant bodies.
5. To liaise with Heads of Year, the Student Support Hub and Learning Support as appropriate.
6. To co-ordinate the development of cultural capital through a programme of visits and extra-curricular activities.
7. To be responsible for the successful implementation of History and to ensure the teaching of the Fundamental British Values within the curriculum.
8. To keep abreast of all developments in History both nationally and locally.
9. To negotiate termly and annual targets with department staff as necessary as part of the Performance Appraisal cycle.
10. To provide any information or reports to the Governing Body for Governors' Curriculum Working Party and the full Governing Body.

Contribution to Management

1. To work with the whole school for the success of Rooks Heath.
2. To contribute to the development and implementation of the School Improvement Plan.
3. To implement school policies.
4. To participate in Management Meetings.
5. To monitor Health and Safety procedures in the History Department.
6. To participate in the school's performance appraisal process.
7. To liaise with colleagues who carry cross-curricular responsibilities.
8. To act as liaison regarding student welfare and discipline.
9. To be responsible for researching possibilities to develop History.
10. To investigate and recommend curricular change for History.
11. To ensure the budget for History gives value for money and make appropriate recommendations to the Finance Manager and Director of Business accordingly.

Tutor

1. To act in accordance with the guidelines given by the Head of Year.
2. To liaise with the Head of Year in implementing the school pastoral policies.
3. To organise the checks and controls that take place during tutor time.
4. To register students accurately.
5. To monitor student Link Books to ensure that homework is being recorded as appropriate.
6. To communicate with parents/carers as appropriate.
7. To attend Year Group meetings as arranged by the Head of Year.
8. To engage with students and foster positive relationships within the tutor group.

Contributing to the Wider Life of School

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.

3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extra curricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.