# The Deepings School

**JOB DESCRIPTION**

**Post title:** Head of Department History

**Salary & Grade:** National Payscale (current STPCD) plus TLR2b

**Reports to:** Head of College

**Purpose of Job:**

To provide leadership in the development and management of a subject. To ensure high levels of achievement for all students in the subject and to contribute to their wider development.

**Applicable Contract Terms and Conditions:**

In accordance with school policies and under the direction of the Headteacher, all teachers are required to carry out the duties of a teacher as set out in the current School Teachers’ Pay and Conditions Document. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (The ‘Burgundy Book’) and to conditions of service agreed locally between the employer and the recognised unions, as adopted by the employer.

**Relationships:**

The postholder is responsible to the Headteacher in all matters and to the Head of College in respect of curricular matters and College Progress Leader for pastoral matters.

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

The postholder will line manage teachers and support staff allocated to the subject.

**Main Responsibilities, Tasks and Duties:**

All teachers are required to carry out the duties of a teacher as set out in the current School Teachers’ Pay and Conditions Document.

The following are specific to this role and are in addition to the school’s current job description for a subject teacher:

**Teaching and Learning:**

* To have responsibility and accountability for the subject and for the progress of the students taking the subject at all levels
* To lead a subject across the whole school
* Lead regular meetings for the subject with appropriate colleagues

**Monitoring and Assessment:**

* Analyse and interpret information and data on student and staff performance
* Review, with teachers, their assessments of progress for classes, identified groups and individuals.
* Undertake Quality Assurance, identifying areas of strength and areas for development
* Construct and monitor strategies to gather the views of stakeholders
* Evaluate the quality of Schemes of Work and the wider subject curriculum
* Review teachers’ planning
* Critically review the impact of the team
* Provide evidence of subject contributions to students wider development (e.g. SMSC)
* Use the above to drive improvement planning for your subject

**Leadership & Management:**

* Lead improvement in teaching though quality professional development
* Build/grow a subject team, with high expectations focused on teaching & learning
* Ensure the team is accountable for standards, tackling underperformance promptly and rigorously
* Lead the review, construction and resourcing of the curriculum, enrichment activities, extra curricular activities, trips, guidance and intervention linked to your subject
* Liaise with stakeholders and the wider community to share and collaborate in approaches that will support the success in your subject
* Lead discussions about subject and school priorities
* Work with senior staff to set subject direction and priorities
* Agree aspirational targets for raising attainment within the context of whole school priorities
* Be a positive role model for staff and students reflecting the professional attributes of an effective school leader
* To line manage subject teachers and support staff allocated to the subject
* To performance manage allocated teaching and support staff

**Subject Specific:**

Heads of Department are responsible for promoting their subject in every way. They are also responsible for subject specific activities which should be organised and led by the Head of Department and/or the Second in Department. Examples are given below. This list is not exhaustive and additional activities can be agreed through discussion with SLT, including the Head Teacher.

* Educational visits
* Field work
* Lectures
* Enrichment opportunities including collapsed days

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**Safeguarding Children:** The postholder is required to be committed to promoting and safeguarding the welfare of children and young people.

**Other Duties:** As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Variation:** This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.