

# **WOODBRIIDGE HIGH SCHOOL**

## **A SPECIALIST LANGUAGE AND BUSINESS & ENTERPRISE COLLEGE**

### **HEAD OF HISTORY DEPARTMENT** **TLR 1a**

#### **Impact upon the educational progress of pupils**

1. To develop appropriate schemes of work at Key Stages 3,4 and 5 with subject postholders
2. To research and develop new courses at all Key Stages consistent with school aims, department aims and national education agendas and directives.
3. To ensure that appropriate Assessment, Recording and Reporting procedures are in place. To assess, record and report on the development, progress and attainment of pupils assigned within the guidelines of the Staff Handbook and the assessment policy of the school.
4. To lead, manage (including appropriate delegation) activities relating to continuous improvement that arise from evaluation of performance data within History and to be accountable for the impacts of these improvements.
5. To manage the implementation of the National or Borough Strategies.
6. To be responsible for preparing pupils for making option choices for KS4 and KS5.
7. To promote and facilitate the general progress and well being of individual pupils in assigned groups providing educational guidance on matters relating to their subjects.
8. To oversee the implementation of the school's Learning and Teaching policy.

#### **Leading, developing and enhancing the teaching practice of others**

9. To deploy staff in accordance with timetable requirements
10. To provide inset to colleagues within the department and across the whole school as required.
11. To participate in the School's Performance Management Review cycle as a Team Leader.
12. To support the school's NQT and BT professional development programme.
13. To make regular judgements about the quality of teaching and learning within the department and to implement strategies for further improvement as a result of these judgements.

#### **Accountability for leading, managing and developing History at department level and across the curriculum**

14. To contribute to school planning with specific reference to the subject needs of History
15. To oversee the management of resources and stock.
16. To keep up to date with the specialist subject and developments in pedagogy and how they can be applied to learning in the History department.
17. To keep up to date with inspection and data return requirements and to share this knowledge and expertise with department colleagues.
18. To lead the department's work on Departmental Self-Review and to lead and facilitate monitoring activities that will accurately inform this.
19. To lead and attend appropriate meetings.
20. To support colleagues with behaviour management and to make the connections with behaviour for learning and classroom pedagogy.

## **Line Management Responsibilities**

- 21. To line manage a substantial number of department colleagues, including appropriate professional development activities, routine organisation and deployment and strategic team building and capacity enhancing activities.
- 22. To lead performance management reviews within the History department.
  
- 23. To carry out duties in the Core Job Description attached.

# **WOODBIDGE HIGH SCHOOL**

**A SPECIALIST LANGUAGE AND BUSINESS & ENTERPRISE COLLEGE  
with VOCATIONAL SPECIALISM**

**HEAD OF HISTORY DEPARTMENT  
TLR 1 (£6,829)**

## **SELECTION CRITERIA**

### **1. Education & Training**

- Qualified teacher status
- Evidence of further study or training
- Good Honours graduate

### **2. Experience**

- Experience of working in a promoted post within History
- Experience of working in a mixed, multi-ethnic comprehensive school
- Experience of teaching at KS3, 4 & 5 preferably including AS/A2

### **3. Abilities**

- The ability to plan, develop, review and evaluate challenging and motivating courses
- The ability to initiate and implement strategies for raising standards of achievement in History for pupils of all abilities
- The ability to work to and meet deadlines
- The ability to manage and motivate staff and to work in co-operation with others
- The ability to deliver INSET to colleagues

### **4. Other requirements**

- A commitment to teaching in a mixed multi-ethnic comprehensive school and to vocational and academic education
- A commitment to promoting pupil achievement through a variety of extra-curricular activities.
- A good record of health and attendance.
- A willingness to attend occasional evening meetings and out of school activities.