

**Ludgrove School Trust Limited**

**JOB DESCRIPTION – HEAD OF HISTORY**

**Reports to the Headmaster**

**Role**

This role requires an enthusiastic and committed Head of Department who will be capable of delivering dynamic and effective lessons to all pupils and who will be keen to join a friendly and energetic Common Room at a busy boys’ boarding school. The Head of Department will be expected to extend the teaching of and the appreciation of History beyond the classroom within the broader school day and be able to explore opportunities for trips and visiting speakers.

**Responsibilities**

1. Within the department:

* To implement the History curriculum
* The devising of all policy documents (including departmental handbook) pertaining to the work done in the History Department
* To advise and delegate responsibility for certain aspects of the departmental administration
* To oversee the teaching of History lessons within the school
* To devise, organise and maintain schemes of work, resources, record keeping, tracking of learning and guidance for differentiation
* To attend appropriate courses and meetings and to guide INSET for the Department
* To prepare regularly updated material for inclusion on the website
* To staff the Department with appropriately trained teachers
* To observe, monitor and report on lessons taught by all staff within the Department, reporting to the Headmaster
* Provide considered accurate feedback to parents through written reports and meetings and to advise them on any problems that may arise
* To identify exceptional talent and to stimulate it
* To be aware of all children with additional learning needs and to provide them with activities suited to their ability

1. Within the school:

* To follow the school’s code of conduct and behaviour as laid down in the Staff Handbook and the terms of the signed employment contract
* Contribute to and adhere to school policies
* To undertake a share of duties as may reasonably be requested by the Headmaster
* To promote the ethos of the school to pupils, parents and other acquaintances
* To promote all aspects of good behaviour and community living within the school in line with the school ethos
* To present a smart and professional approach to everything done with the school and in the school’s name in any location

*Child Protection*

All employees have a duty for safeguarding and promoting the welfare of children and young persons.  Staff must be aware of the school’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay.   Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

Mar 2018

|  |  |
| --- | --- |
| **LEAD** | **COLLABORATE** |
| * Champion outstanding T&L * Cultivate an environment that promotes T&L * Carry out lesson observations * Lead on teacher practice intervention as a next step up from department measures * Participate in department reviews * Promote independent learning * Encourage an innovative and creative curriculum * Champion good quality progress measurement in the classroom * Keep History knowledge up to date and liaise with other History departments to ensure best practice | * With Head of Gifted & Talented * With staff to identify intervention needs * With SENco to ensure SEN needs are met * School policies * Self-Evaluation * Strategic Development Plan * Curriculum design |