



JOB DESCRIPTION

Date September 2018

Job title:	Head of History
Reporting to:	Deputy Head (Academic)
Department/School:	North Bridge House Prep School
Checks:	This post is subject to satisfactory DBS, overseas check(s) and references

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Overview

- The Head of History is responsible for the effective delivery of History education at North Bridge House Prep School
- History is taught as a discrete subject from Year 6 to Year 8 and by class teachers in Years 3 – Year 5.

Responsibilities

- To plan and review the department's curriculum maps and schemes of work for History teaching in Years 6 – 8.
- To prepare a development plan for the department on an annual basis
- To support the Heads of Years 3 – 5 in their delivery of History in those year groups.
- Monitor the quality of teaching and learning, assessment, recording and reporting in the department
- Attend Heads of Subject meetings
- Liaising and maintaining links with the Heads of History at the two North Bridge House Senior Schools.
- To keep abreast of any changes in the curriculum and syllabus.
- To keep abreast of developments of the 11+ and 13+ entrance examination requirements
- To contribute to the school's extra-curricular programme.

Person Specification

- Excellent classroom management skills with the ability to stimulate, encourage, develop and motivate all pupils
- Experience in initiating and leading on curriculum / teaching / learning developments
- The ability to offer support to and liaise with other staff easily
- The ability to liaise effectively with parents
- The ability to work independently and as part of a team
- A broad knowledge of the relevant curriculum area
- To be willing to support the school in the provision of extra-curricular activities within the department
- Dedication to improving standards of teaching and learning
- A willingness to learn and use the opportunities available for professional growth and development
- A willingness to participate fully in the pastoral system of the school sometimes as a both as a form teacher and part of a pastoral team
- The ability to work under pressure and keep to deadlines
- Willingness to undertake any Inset deemed necessary for their own professional development

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.