



the  
**LatimerArts**  
College

## **SUBJECT INFORMATION PACK:**

### **Head of History**

**(Known as Assistant Progress Leader: Humanities)**



## Joining an Outstanding Team!

### Our Team

The successful applicant will be joining a thriving department. We are a supportive and friendly team who work collaboratively for the benefit of our students. The History Department works closely with the Humanities Faculty which includes the Geography and Religious Studies Department.

The History Department have high expectations and create a working atmosphere in which all students can fulfil their potential, and as a result it is a very popular subject both at Key Stage 4 and 5, with growing student numbers!

This new post has been created as part of a re-structure of the department that is taking place to accommodate our expanding student numbers. History has grown in popularity over recent years and we are seeking an ambitious leader to shape it for the future.



### This Role

We are seeking to appoint a Head of History, who will be known as an Assistant Progress Leader. The candidate appointed will take responsibility for leading specifically on History and will also contribute to leadership activities across the Humanities department alongside the Progress Leader and the Head of Geography (also known as Assistant Progress Leader). This role will provide the experience and a stepping stone for someone who aspires to departmental leadership in the next couple of years.

History outcomes are improving, although not yet aligned to those in other subjects across the College and so we are looking for a leader who would relish, and rise to, the challenge of securing great outcomes to ensure that our wonderful students fulfil their full potential.

This is an exciting opportunity: with new exam specifications and a redesigned Key Stage 3, there is an opportunity to shape the future and leave a legacy! This role offers the chance to create an inspiring and engaging curriculum for our students.

We are looking for an ambitious and creative teacher: someone who likes to work in a team, share resources and wants to join us on our mission to be the best that we can be.

NB: As we are a Humanities faculty, there may be a requirement to teach Geography and RS at KS3 in order to fulfil timetabling requirements.

### Our Facilities



We are a well-resourced department. All staff are roomed in the Humanities Faculty with all teaching rooms having an Interactive Whiteboard.

All rooms have digital projectors and whiteboards and staff are provided with laptops. There are ICT facilities within the learning centre for student use, in addition to a set of bookable College iPads.



## Our Curriculum

History is one of three subjects within the Humanities Faculty, alongside Geography and Religious Studies. From September 2017 we moved to a two-year Key Stage 3 where students are taught in mixed ability groups.

GCSE History is open as an option subject to all students as they enter Key Stage 4 and is currently a popular subject at both GCSE and A Level where significant number of students opt for the subject.

We currently follow the Edexcel specifications at GCSE and Edexcel AS/A2.

## Enrichment

Our enrichment provision is growing!

Across the faculty there are opportunities for students to learn outside of the classroom.

In History our students enjoy multiple enrichment trips such as our Year 7 visit to Warwick Castle, and in Religious Studies students in Year 8 enjoy an enrichment day in Leicester where they visit six places of worship. Our Key Stage Five students have just returned from the fantastic opportunity to visit Naples. We would like to expand our enrichment provision further!



We are proud of the work we do at Latimer and we look forward to meeting someone likeminded. If you share our passion and enthusiasm, we would love you to apply for this post!



## Job Description

Role: Head of History (known as Assistant Progress Leader: Humanities)

Line Manager: Head of Humanities (known as Progress Leader)

Direct Reports: None

Scale: TMS plus TLR2b

### General Responsibilities

- To lead on securing outstanding outcomes in History
- As a teacher, to carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document
- To be a form tutor and to carry out the specific responsibilities of the role

### Specific Responsibilities

#### Leadership

- Understanding and being fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To model high standards of professional conduct;
- To lead on delivering outstanding student outcomes in History by:
  - Ensuring that schemes of work for History are relevant and up to date;
  - Implementing systems to share the latest subject developments for History across the team;
  - Ensuring that all assessments, moderation and administration of examinations for History are completed accurately and on time.

Undertake a range of further departmental leadership responsibilities, to be shared and agreed with the Progress Leader, allocated from:

- Leading on co-ordinating the sharing of best practice in teaching and learning across the Humanities department;
- Monitoring and tracking student performance and implementing necessary intervention strategies to ensure students make outstanding progress, including those students who are gifted and talented, disadvantaged or have special educational needs;
- Supporting the Progress Leader with department self-evaluation and implementing subsequent improvements arising from the College's Standards Process and the College Improvement Plan;
- Leading relevant sections of Department Improvement Meetings;
- Contributing to the appraisal process for the department and supporting relevant staff with their professional development;
- Deputising for the Progress Leader in their absence.



## **Classroom Teacher**

To fulfil and maintain the Teaching Standards by:

- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole college improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the College's meeting cycle.

## **Form Tutor**

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the House Achievement Leader;
- To encourage tutees to comply with the College's Values statement;
- To encourage the student voice and develop a form and House ethos that is in harmony with the College values;
- To monitor student progress, following the College's tracking processes, mentoring tutees and intervening when progress is not as expected;
- To encourage high levels of attendance;
- To provide relevant information, advice and guidance to tutees.

## **Other**

- To undertake any other reasonable duties as directed by the Principal.

# Person Specification



SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Qualified Teacher Status / Degree relevant to the subject	X		Application form – verified at interview
Evidence of further study in preparation for leadership		X	Application form
High standard of literacy	X		Application form
Commitment to Safeguarding	Essential	Desirable	Method of Assessment
Motivation to work with children and young people	X		Application form / Reference / Interview
Commitment to, and belief in, the equal value of all students	X		Application form / Reference / Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form / Reference / Interview
Ability to raise the self-esteem and expectations of children and young people	X		Reference / Interview
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Application form / Reference / Interview
Teaching and Learning Experience	Essential	Desirable	Method of Assessment
Proven track record of outstanding outcomes	X		Application form / Interview
Proven track record of outstanding History teaching across Key Stages 4 and 5	X		Application form / Interview
Experience of teaching additional Humanities subjects at KS3 or 4		X	Application form
Proven track record of strong and effective behaviour management strategies	X		Application form / Interview
Excellent ability to use ICT in varied and innovative ways	X		Interview
Experience of / or willingness to train in examination marking		X	Application form / Interview
Leadership and Interpersonal Skills	Essential	Desirable	Method of Assessment
Excellent ability to analyse and interpret data and use it to secure high student outcomes	X		Application form / Interview
Prior experience of leadership within a Humanities team		X	Application form / Interview
Proven experience of leading a successful improvement project with measurable impact	X		Application form / Interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form / Reference / Interview
Ability to motivate and inspire others to work collaboratively as part of a team	X		Application form / Interview
Creativity, energy and enthusiasm, with an added good sense of humour!	X		Application form / Interview
Evidence of resilience and working effectively under pressure	X		Application form / Interview
Effective time management and organisational skills	X		Application form / Interview
Additional Qualities	Essential	Desirable	Method of Assessment
Willingness to contribute to extra-curricular activities	X		Application form / Interview
A commitment to / interest in the Performing Arts		X	Application form / interview