



## **JOB DESCRIPTION FOR SUBJECT LEADER OF HISTORY – TLR2B**

<b>Post:</b>	<b>Subject Leader of History</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To support the Head of Humanities and leaders within the Cluster in facilitating joint practice to ensure all teaching is Good or better, reducing within subject variation</li><li>• To support identified teachers of History in raising achievement to ensure that all students achieve their expected levels of progress</li><li>• To support the Head of Humanities in the Appraisal process within History</li><li>• To lead on innovation in learning and teaching within the Learning Cluster</li><li>• To support the Head of Humanities in the leadership and development of History</li><li>• To lead on system wide improvements in language teaching across the Teaching School Alliance and beyond.</li></ul>
<b>Line Manager:</b>	Head of Humanities
<b>Disclosure Level:</b>	Disclosure Barring Service - Enhanced Certificate.

<b>Line Management responsibilities within History</b> <ul style="list-style-type: none"><li>• To support the Head of Humanities in monitoring the effectiveness and impact of Appraisal arrangements within the curriculum area.</li><li>• To monitor and evaluate the contribution and impact of identified staff, in History, to school improvement.</li><li>• To coordinate and monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.</li><li>• Take initial responsibility for the pastoral care and welfare of identified staff members.</li></ul>
<b>Accountability for leading, managing and developing History</b> <ul style="list-style-type: none"><li>• To identify relevant school improvement issues in liaison with Head of Humanities.</li><li>• To contribute to self-evaluation, using quality assurance as a central tool for department improvement and raising student achievement.</li><li>• To work with the Head of Humanities / Head of Department in producing action/improvement plans to respond to findings from observations, sampling, checking and student voice and to align with School Development Plan (Quality Assurance).</li><li>• To contribute to Continuing Professional Development needs and opportunities of all staff within History. Contribute to aspects of professional development in the school.</li><li>• To support the Head of Humanities / Head of Department in ensuring approaches to learning and teaching, lesson planning, home learning, marking, recording and reporting procedures are consistent and up to date in line with whole school policy.</li><li>• To action plan and evaluate Specialist Leader of Education [SLE] deployment work and report back to the Director of the Arthur Terry Teaching School Alliance</li></ul>

**Impact on the educational progress of students beyond assigned students.**

In conjunction with the Head of Humanities:

- To monitor and evaluate assessment data across the faculty to identify trends in student performance and progress, and issues for development in History.
- To ensure rapid rates of progress for all students including key groups.
- To promote high expectations of students, identify appropriate progress and attainment targets and ensure that they are met.
- To monitor student standards and achievement against annual targets with a focus on inclusion, particularly for vulnerable groups – EAL, G&T, SEN, LAC and gender differentiation.
- To monitor student progress by prior attainment (LAP, MAP, HAP).
- To use data to identify exceptional performance and underachievement.
- To identify groups requiring strategies for intervention.
- To monitor planning, curriculum coverage and learning outcomes.
- To provide curriculum vision and identify areas for curriculum development.
- To define and implement intervention strategies to address issues for development.
- To support staff in planning and implementing strategies to achieve student progress target levels and objectives.
- To review impact of strategies and prepare reports on the effectiveness of intervention strategies.

**Leading, developing and enhancing the teaching practice of other staff.**

- To progress personal expertise and share this with other staff.
- To act as a role model of good classroom practice for other staff, modelling effective strategies for them.
- To evaluate the quality of teaching for identified teachers and/or within History and put support in place to improve teachers' practice, using all available strategies (eg Learning and Teaching Group) to ensure all teaching is at least Good.
- To lead on innovation in learning and teaching within the Learning Cluster in liaison with the Head of Humanities.
- To work with a wider network of language teachers through the Specialist Leader of Education [SLE] role.

**Knowledge and Skills****The Subject Leader of History should demonstrate secure knowledge and understanding of:**

- school improvement and effectiveness strategies including the process of school self-evaluation and systems for quality assurance and improvement planning within History;
- principles and practices in relation to managing and leading learning and teaching, people, policy and planning, resources and finance;
- the application of information and communications technology (ICT) to learning, teaching and management of the subject area(s);

**Specific roles and responsibilities**

- Subject Leader of History

**Generic Role:**

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To follow school procedures with regard to Child Protection issues.
- To play a positive part in the life of the school community, to support its distinctive purpose and ethos and to encourage other staff, students to follow this example.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support curriculum area(s) as appropriate.
- To monitor and support the overall progress and development of students as a Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team(s) and to contribute positively to effective working relations within the school.
- To provide information for student references.
- Be responsible for promoting and safeguarding the welfare of children and young people (responsible for or who in contact with).
- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To take part in liaison activities such as Open Evenings, Parents' Evenings and Intake Days liaison events with partner schools.
- To undertake regular liaison with Teaching Assistants and other classroom support staff to share plans, resources and identify student needs.
- To contribute to the preparation of Progress Files and other reports.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document [STPCD] not mentioned in the above.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Post subject to Enhanced Disclosure Barring Service Disclosure. The Coleshill School is an equal opportunities employer.**

**Signed by Postholder**

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**Date**

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**To be reviewed annually**

2018