OUR LADY & ST. BEDE

CATHOLIC ACADEMY

# Job Description

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# Person Specification

## Head of History

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# Job Description

***As in all of our appointments, we are looking for teachers who have a passion for providing an excellent holistic education for students and who would be committed to promoting the school's distinctive Catholic/Christian ethos.***

**Purpose**

- To raise standards of pupil attainment and achievement within the History curriculum area and to monitor and support pupil progress.
- To lead in optimising pupil progress and development within History.
- To raise standards of teaching and learning within the History Department.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated History curriculum in accordance with the aims of the school and the curricular policies.
- To be well versed in and keep abreast of the latest History pedagogy and have the ability to share that knowledge with colleagues, within the department and possibly beyond, thereby developing and enhancing the teaching practice of others.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.

**Reporting to:** Leadership Team

**Responsible for:** Teaching staff and other relevant personnel within the department.

**Liaising with:** Deputy Heads/Asst Heads, Heads of other departments, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, MAT staff, LA staff and parents.

**MAIN DUTIES**

**Strategic / Operational Planning**

- To develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up pupil progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary.

**Curriculum**

- To liaise with appropriate member(s) of the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan/School Evaluation.
- To keep up to date with and respond to national developments in the subject area and teaching practice methodology.

**Staff Development**

- To attend all CPD sessions during time allocated for whole school CPD.
- To attend all CPD sessions during time allocated for departmental CPD and arrange provision of CPD for departmental colleagues.
- To provide a commitment to ongoing training offered to staff in line with the school's training programme (some of this training may be in addition to that provided by the statutory 5 INSET days).

**Recruitment/ Deployment of Staff**

- To be responsible for the efficient and effective deployment of the department's support staff.
- Leading appraisal as a Reviewer for a group of staff within the department.

- To participate in the interview process for teaching posts when required and ensuring effective induction of new staff in line with school procedures.
- To promote teamwork and motivating staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

**Quality Assurance**

- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To ensure that the Department's quality assurance procedures meet the requirements of Self Evaluation and the School Development Plan.

**Communications**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests at Heads of Department meetings and other forums.

**Pastoral System**

- To be familiar with the School's Safeguarding Policy and to report concerns to the designated Safeguarding Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of pupils within the department.
- To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role.
- To contribute to the school`s pastoral programme and other cross-curricular areas according to school policy.

**Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Other Specific Duties**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example.
- To continue personal professional development as agreed.
- To engage actively in the appraisal process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

# Head of History

## PERSON SPECIFICATION

### Qualifications and Experience

| Essential | Desirable |
|---|---|
| • A degree in an appropriate discipline<br>• Qualified Teacher Status<br>• Ability to teach across the full ability and age range<br>• Experience of teaching History at Key Stage 3 & 4<br>• Extensive knowledge of curricular developments in History<br>• Knowledge of developments in teaching and understanding learning<br>• Knowledge of raising achievement strategies | • Participation in professional development opportunities and/or formal training courses<br>• Management responsibilities in History |

### Knowledge and Skills

| Essential | Desirable |
|---|---|
| • Ability to show initiative<br>• Ability to lead a team effectively<br>• Ability to lead CPD both within the History department, and potentially in the wider context<br>• Ability to motivate others<br>• Ability to lead change<br>• Ability to think clearly, calmly and to complete tasks successfully<br>• Excellent skills in classroom management<br>• Ability to teach outstanding History lessons to all ages and abilities- lessons that challenge and ensure the progress of all learners<br>• Strong planning skills<br>• Ability to relate well to colleagues<br>• High standard of preparation and marking<br>• Highly developed organisational skills<br>• Highly developed oral and written communication skills<br>• Ability to form productive relationships with young people<br>• A willingness to contribute to and lead extra-curricular activities within, and outside of, the department | |

### Personal Qualities

| Essential | Desirable |
|---|---|
| • Professional vision<br>• Positivity and enthusiasm<br>• Ability to enthuse young people in the study of History<br>• Outstanding and highly effective initiative and leadership qualities<br>• Outstanding role model for children<br>• Ability to respond to change<br>• Ability to relate well to colleagues<br>• Ability to think clearly, calmly and to complete tasks successfully<br>• Willing to be involved in the whole life of the school | • An optimist who brings out the best in people<br>• Good sense of humour |

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|---|---|
| • Fully supportive of the schools' Catholic/Christian ethos and a willingness to promote and actively lead in this area of school life | |