



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## Head of History Job Description

<b><u>POST:</u></b>	Head of History (Senior School)
<b><u>TO WHOM RESPONSIBLE:</u></b>	Head of Humanities, Head of Prep, Head of Senior
<b><u>MAIN PURPOSE:</u></b>	To support the director of studies in the delivery of the academic programme from years 6-13, with a particular focus on teaching and learning.

### General

- The head of department will be responsible for running the history department within Wellington College. They should provide leadership and direction to all members of the department at all times. They will should play a key role in appraisal of all staff within the department.
- In periods of absence from the College during term time, the Head will arrange cover, as per the cover timetable, and ensure suitable work is provided.
- Work closely with the head of humanities to develop best practice in this history department.

### Duties

The expected duties of the head of history include:

#### 1. Responsibility for managing the departmental curriculum, including:

- establishing and reviewing schemes of work and monitoring their use by staff;
- selecting the examination syllabus offered at the College in the subject and liaising with the examination board about syllabuses, examinations and results;
- establishing effective methods of assessment of students' work and analyzing the results;
- keeping up-to-date with subject developments outside the College and bringing them to the attention of colleagues;
- fostering, by example, a spirit of academic enquiry within the department.

**2. Responsibility for managing the staff in the department, including:**

- providing an effective induction programme for new members of the department;
- arranging for the observation of teaching as a matter of good practice and to provide constructive feedback to staff concerned;
- ensuring that rewards and sanctions are effectively used by staff;
- providing support to members of the department in any matters involving discipline in the classroom;
- delegating appropriate tasks to create a sense of teamwork within the department and aid professional development;
- ensuring that staff are aware of students with learning, medical, social or other difficulties and providing appropriate support;
- managing relief teaching when staff are absent;
- annual appraisal of the teaching of members of the Department;
- with the Head of Science and the Director of Studies, monitoring overall workloads of members of the department;
- monitoring the writing of academic reports on students by staff in the department;

**3. Responsibility for managing the students being taught in the department, including:**

- ensuring that students are taught in appropriate groups according to the policies of the College;
- scrutiny of students' work;
- fostering high standards of student work; and
- advising students with options choices relevant to the subject and with university applications.
- running IB History including taking lead and being responsible for the History IA investigation and assessment at IB.

**4. Responsibility for the administration of the department, including:**

- holding and recording the minutes of regular department meetings to exchange ideas and inform and develop good practice;
- producing an annual report for the Headmaster, Head of the Senior School and Director of Studies, including a detailed analysis of public examination results;
- allocating teaching space to staff and ensuring that the fabric is respected by students;
- keeping accurate inventories of fixed assets in the department;
- managing ancillary staff;
- managing the departmental budget effectively;
- overseeing the purchase, issue, return of textbooks and the recharging of lost textbooks;
- keeping a comprehensive departmental website up-to-date; and
- running a subject-based society which provides appropriate enrichment activities for different age groups