

JOB DESCRIPTION	HEAD OF DEPARTMENT
Title of post:	Farleigh School - Head of History
Responsible to:	Headmaster
Purpose of the job:	To promote the ethos of the School, provide leadership in the development and management of an identified curriculum subject, teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headmaster.
Relationships:	<p>The post holder is responsible to the Headmaster in all matters and to the members of the Senior Management Team in the following capacities:</p> <ul style="list-style-type: none"> - the Deputy Head (Pastoral) in respect of pastoral and boarding matters; - the Deputy Head (Academic) in respect of curriculum matters; - the Head of Pre-Prep in respect of trainee and newly qualified staff development, Continual Professional Development and in respect of smooth transition within the school; - the Director of Finance & Operations (DFO) in respect of budgetary matters. <p>The post holder supervises the teaching and non-teaching staff allocated to work in the History Department.</p> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and, in particular, with other Heads of Department in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the School.</p>
Particular Responsibilities:	<p>The particular responsibilities attaching to the post of Head of History are as follows:</p> <ul style="list-style-type: none"> (a) to promote the spiritual and moral formation of the pupils throughout the department; (b) to advise the Headmaster on the aims and policies of the History Department and the resources required to implement these; (c) to communicate regularly with the Deputy Head (Academic) to ensure continuity and produce a Departmental Handbook which will include detailed Medium Term Plans; (d) to coordinate the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment in each key stage; (e) provide advice, guidance and support to the department and be instrumental in devising new strategies to promote and deliver effective teaching and learning, keeping up to date with current practice and developments in the subject, encouraging all staff to attend courses/training and provide staff development, when required; (f) meet regularly with other teachers in the department so that subject policies and the handbook can be agreed and written, concerns can be addressed, improvements suggested and ideas shared; (g) to lead and manage all teaching and learning of the subject; (h) to support and monitor all departmental staff to improve learning and teaching through improved confidence and skills in teaching and classroom management, through lesson observations and checking of pupil's work, including preps and revision. (i) to closely supervise NQTs and unqualified Teachers and support and assist with the induction of all new teachers.

	<ul style="list-style-type: none"> (j) to establish and maintain a climate within the subject which is inclusive, safe and secure and where positive behaviour is learned and taught by all; (k) to manage both informal and formal assessment within the subject to support pupil progress and high standards of achievement and liaise with the Deputy Head (Academic) and Learning Support; (l) to seek to ensure the effective use of the Department's equipment, proper maintenance of the materials and fabric of the Department and the observance of relevant health and safety regulations; (m) to maintain efficient and effective control of the Department's budget and be responsible for the spending of the subject allocation, in consultation with the team, keeping accounts as required and submitting a 1 year and 3 year budget plan to the DFO annually. (n) to teach pupils within the School and lead by example with stimulating teaching, which inspires pupils to learn and want to learn, also carrying out such other associated duties as are reasonably assigned by the Headmaster. (o) to liaise with Heads of Year and subject coordinators to establish continuity using National Curriculum data where necessary.
Key Tasks:	<p>The key tasks attaching to the post of Head of History are as follows:</p> <ul style="list-style-type: none"> (a) to monitor, evaluate and review the work of the Department and to organise Departmental meetings to discuss the implementation of Departmental policy; (b) to contribute to meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the school as a whole; (c) to assist the Headmaster in the preparation of reports relating to the work of the Department to be made to the SMT and the Governors; (d) to make contributions relating to the work of the Department to materials published about the School; (e) promote and support the use of ICT within the subject and encourage staff development. (f) carry out a SWOT analysis at intervals in order to identify priorities for the School and department development plan; (g) organise and oversee the setting, content and marking of examination papers. (h) attend all Parents' Evenings as required and ensure attendance by members of the department; (i) provide appropriate work in the unforeseen absence of a member of the department; (j) ensure that details of all learning resources are available to the whole team and account for books, equipment and stock in your charge; (k) to monitor and report to parents on the progress of pupils in the allocated class and oversee school reports prepared by team members, providing advice and support where necessary; (l) liaise with Learning Support in order to meet the needs of all pupils including those with specific learning difficulties and the Gifted and Talented; (m) to be a point of contact in cases of indiscipline, non-completion of work and parental concerns. (n) adhere to all Health and Safety requirements and to have overall responsibility for risk assessments for trips and visits linked to this subject; (o) to organise competition entries and termly House competitions; (p) organise extra tuition when applicable; (q) to assess pupils' achievements and progress in accordance with arrangements agreed with the School; and (r) to work to the direction of the Headmaster on any other matters relating directly to this role which may from time to time occur.
Annual Review:	<p>This job description will be reviewed annually 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.</p>