

**LEYTONSTONE SCHOOL  
JOB DESCRIPTION**

**POST:           Head of Department for History**

**SALARY:       MPS 1 – 6 (inclusive of Outer London Allowance) Plus TLR2a**

**Job Description**

**Purpose of post:**

- To provide high quality leadership in the Humanities department
- To ensure the highest levels of pupil progress and attainment
- To foster an ethos of learning and ambition for all students.
- To provide the highest levels of positive support and to raise expectations
- Support and improve the teaching in the Humanities Department, working with the Line Manager of Humanities, individual teachers and their mentors.
- Lead the team in planning for departmental improvement and cross curricular links.
- Lead in the development and regular revision of appropriate schemes of work showing differentiation and assessment in accordance with school guidelines.
- Ensure the effective organisation of group visits.
- Manage the effective provision of all resources, human, financial and physical.

**Expected outcomes:**

- Achievement of targets set for each cohort of students in History.
- Development of an outstanding programme of study and resources for all GCSE History specifications.
- Coordinating exam entries for the cohort of students in each Year group
- Raising the teaching in all key stages to consistently outstanding.

**Key responsibilities:**

- Subject Leader of History.
- Reporting to the Line Manager of Humanities.
- Inspiring the teaching team to work and move forward together
- Taking a leading role in departmental meetings
- Working strategically with the Line Manager to meet departmental targets
- Leader of History in managing behaviour in the department
- Attending regular meetings with the Line Manager
- Developing action plans and targeting individual/groups of students for support or intervention
- Encouraging professional development and keeping the team informed of curriculum development and policy implementation

**Key Stage/Year Group Outcomes:**

- Leading teaching staff and pupils to ensure outstanding outcomes for GCSE to meet their target grades
- To plan the curriculum delivery for the course, including all assessments and managing exam entries, ensuring smooth transitions e.g. from Year 10 to Year 11
- Monitoring progress of students, managing internal assessments, analysing tracking data, providing support and strategic intervention and identifying and working with target groups, showing a clear impact on progress and outcomes
- Provide an action plan for the next half term

## HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

To undertake other duties as requested by the Line Manager or Headteacher as appropriate.

*To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending Leytonstone School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.*

*Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.*

*Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.*

**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.**

Signature: \_\_\_\_\_

Headteacher's signature \_\_\_\_\_

**LEYTONSTONE SCHOOL  
PERSON SPECIFICATION FOR  
Head of History**

**ESSENTIAL (E)  
DESIRABLE (D)**

**Education and Training**

|  |     |
|--|-----|
| Qualified teacher status   | (E) |
| Willingness to develop own expertise                                       | (E) |
| Knowledge of all recent developments in your<br>Specialist subject History | (E) |
| Recent relevant in-service training  | (D) |

**Experience**

|   |     |
|---|-----|
| Very successful teaching (teaching practice) record | (E) |
| Involved in extra-curricular activities             | (E) |

**Abilities/Aptitudes**

|  |     |
|--|-----|
| Clear communication skills (spoken and written)  | (E) |
| Very good organisational skills  | (E) |
| Very good inter-personal skills  | (E) |
| Ability to work well as part of a team   |     |
| Willingness to be involved in all aspects of the work of the<br>faculty and contribute to the wider life of the school | (E) |
| Commitment to the highest levels of student achievement  | (E) |
| Commitment to the ethos of the school  | (E) |

**Other Requirements**

|   |     |
|---|-----|
| Readiness to take on the role of tutor                                  | (E) |
| Commitment to School and LEA Equal Opportunities Policy<br>and Practice | (E) |
| Excellent attendance and punctuality record                             | (E) |

**OTHER REQUIREMENTS (ESSENTIAL)**

A commitment to ongoing personal development and willingness to undertake appropriate training.

Appointment to the post is subject to a satisfactory enhanced DBS check.

The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

**June 2017**