**Gildredge House Recruitment**
**Teacher of History (Full-time)**
**Job Description**

1. **Post**
   - Teacher of History in the secondary age range
   - Full-time

2. **Purpose of the Job**
   To teach students within the school at secondary age range and to carry out such other associated duties as are reasonably assigned by the Head Teacher

3. **Functional Relationships**
   The post-holder is responsible to the Deputy Head Teacher in all matters, and to the Head of Humanities (also in charge of History) in respect of day-to-day curricular matters.

   The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

4. **Particular Responsibilities**
   The particular responsibilities attaching to the post of Teacher of History are as follows:

   (a) to teach, according to their educational needs, students assigned to the allocated classes
   (b) to control and oversee the use and storage of resources and other teaching materials provided for class usage
   (c) to maintain discipline in accordance with the rules and behaviour systems of the school
   (d) to contribute to Team meetings, discussions and management systems necessary to coordinate the work of the Team and integrate this into the work of the school as a whole in seeking to achieve school aims and targets
   (e) to promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010

A teacher's professional duties are deemed to include the following:

**Teaching** (having regard to the curriculum of the school):

- planning and preparing courses and lessons;
- developing teaching resources, particularly with regard to the differentiation for students of different abilities, learning styles, and the increased use of ICT;
- teaching the students assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the students in school or elsewhere;

- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- implementing whole school policies.

**Activities related to teaching**

- promoting the general progress and well-being of individual students and of any class or group of students assigned to the teacher;
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of, and reports on, the personal and social needs of students;
- communicating and consulting with the parents of students;
- communicating and co-operating with persons or bodies outside the school;
- attending and presenting reports at Governors' meetings if required;
- participating in meetings arranged for any of the purposes described above.

**Review: further training and professional development**

- reviewing methods of teaching and programmes of work; and
- participating in arrangements for further training and professional development.

**Educational methods**

- advising and co-operating with the Head Teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

**Discipline, health and safety**

- maintaining good order and behaviour among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**Staff meetings**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**Covering for absent colleagues**

- rarely supervising / teaching any students whose teacher is not available.

**Public examinations**

- participating in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for students' preparation for, and supervision during, such examinations.

**Whole School**

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

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, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.