

**THE HEATHLAND SCHOOL**  
**HISTORY DEPARTMENT**  
**KS4 HISTORY CO-ORDINATOR**  
**(TLR 2a)**

**JOB PURPOSE**

- To support the Head of Department in leading and developing Key Stage 4 History curriculum provision
- To ensure high standards of teaching and learning and outcomes for students.
- To support the Head of Department in recruitment for A Level History.

**KEY ACCOUNTABILITIES**

1. Directly responsible to the Head of Department for developing the highest standards of teaching and learning within the department.
2. To assist the Head of Department in formulating and monitoring the Departmental Development Plan so that it reflects the requirements of the School Development Plan.
3. To be responsible for researching and leading the ongoing development of Schemes of Work for the GCSE History course and share resources.
4. To ensure that Key Stage 4 schemes of work provide sufficient challenge for the highest achieving pupils to be fully prepared for History A levels.
5. To ensure the effective operation of assessment, recording and monitoring systems at Key Stage 4, including the organisation of internal examinations and mark schemes.
6. To monitor progress at Key Stage 4 and identify pupils for targeted intervention and actively lead intervention strategies for underperforming pupils and conduct pre-examination sessions during study leave.
7. To assist the Head of Department in recruitment for A Level History.
8. To monitor standards of marking, homework and assessment at Key Stage 4 and implement improvement strategies as required
9. To lead and organise enrichment activities for all abilities
10. To follow all safeguarding procedures and complete training as required.

This job specification may be re-negotiated if the needs of the department change in the future.