

## **Head of History and Second in charge of Humanities TLR 2b**

**TEACHING ALLOCATION:** 18 Teaching periods; 7 Preparation, Planning & Marking

**REPORTING TO:** Head of Department

### **RESPONSIBLE FOR**

- Development of provision throughout both Key Stages for a specialist subject within Humanities
- Teaching Humanities classes and other subject classes as allocated by the Leadership Team

### **PURPOSE OF THE JOB**

- To secure excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

### **DUTIES**

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

### **PARTICULAR DUTIES**

Under the overall direction of the Headteacher

- Teach Humanities, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of students. Monitor attendance in your tutor group and ensure that absence notes are returned
- Ensure that excellent teaching and learning takes place in all allocated classes
- Mark, assess, record and report on student achievement and maintain records as required.
- Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted & Talented)
- Contribute to the development of Schemes of Work, School and Department/whole school policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.
- Monitor targets for students on report
- Undertake specific duties as agreed with your line manager
- Attend and contribute to meetings and professional development activities
- Contribute to the school's extra-curricular programme
- Meet deadlines for reporting, marking, submission of coursework and other assignments
- Prepare students for examinations and take part in standardisation or moderating exercises as required by examination boards

- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence
- Follow School Policy and support the Leadership Team in the effective operation of the school

## **KEY FUNCTIONS (AS SECOND IN CHARGE OF HUMANITIES)**

### **1. Impact on educational progress beyond your assigned students**

- Monitor behaviour in Humanities and place students on subject report in line with the Behaviour Policy
- Monitor planning, record keeping, marking, teaching progress, homework and assessment
- Lead the teaching and learning of a specialist subject through the humanities department.
- Have a central record of assessment data
- Lead, coordinate and monitor aspects of the Department Development Plan
- Organise events that raise the profile of Humanities

### **2. Lead, develop and enhance the teaching practice of others**

- Develop, coordinate and monitor Schemes of Work, with the HOD, that all subject teachers contribute to and use.
- Observe Humanities teachers each term. Coordinate peer observations
- Mentor and support colleagues (including NQTs, ITTs, OTTs, GTPs).
- Encourage their professional development
- Use meetings to share good practice, moderate and cascade training
- Offer INSET to the Department and across the school in an area of expertise
- Establish a network with local Primary and Secondary schools

### **3. Have accountability for leading, managing and developing a subject. Keep abreast of subject developments.**

- Prepare for Humanities meetings, identify the purpose, circulate an agenda and minutes
- Review Schemes of Work annually
- Use student targets to set targets for teachers of examination classes
- Following each reporting cycle, review assessment data and coordinate follow up across the subject
- Participate in recruitment and appointment of Humanities teachers
- Deputise for the Head of Humanities as required.

**PERSON SPECIFICATION: Head of History and 2 i/c Humanities**

**EDUCATION & TRAINING:**

Qualified Teacher Status (with DCSF Number)  
Knowledge of Curriculum and SEN Code of Practice  
Willingness to develop own expertise

**EXPERIENCE:**

At least 2 years teaching experience in a similar type of school  
Successful teaching record and experience of raising achievement as part of a team

**ABILITIES & APTITUDES:**

Clear verbal communication  
Able to communicate clearly in writing  
Able to work well as part of a team  
Commitment to promote student achievement  
Commitment to develop the ethos of the school  
I.T. Skills  
Ability to manage and adapt to change  
The capacity to contribute to department development and curriculum planning

**OTHER REQUIREMENTS:**

Commitment to school and LA Equal Opportunities Policy & Practice  
Excellent attendance and punctuality