

YORK HOUSE SCHOOL

HEAD OF HISTORY

JOB SUMMARY

We are looking to appoint an exceptional and enthusiastic Head of History with a passion for working with children. Working within a dynamic and supportive team the successful candidate will be a teacher with strong organisational and communication skills; who can motivate learning in a stimulating, effective and caring way. The role will start September 2019.

MAIN SUBJECT RESPONSIBILITIES

1. Teaching, Learning and Classroom Management

- Reviewing and updating the whole school History curriculum.
- To teach lessons at the times stipulated on the school timetable.
- Keeping up to date with the 13+ History curriculum, and schools about their 13+ entry requirements and specifically any changes in topics or areas to be covered.
- Organising trips, and other events to enhance the Curriculum.
- Preparing an annual development plan and budget for the Headmaster and overseeing all expenditure within the department.
- To plan, prepare and deliver appropriate learning experiences based on agreed and published curriculum policies.
- To ensure that work planned is suitably differentiated to meet the needs of all pupils.
- To maintain records of children's achievements and progress.
- Monitor and be responsible for the use and maintenance of teaching resources provided.
- Adhere to the discipline and behaviour policy of the school and in general:
 - Set high expectations for pupil behaviour
 - Maintain good order and discipline among pupils and safeguard 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.
 - Contribute positively to ensuring that pupils are taught in a safe and supportive learning environment.

2. Recording and Assessment

- Mark and monitor pupils' work, providing constructive feedback and setting targets for future progression
- To set and mark homework as appropriate.
- Assess, record and report on the development, progress and attainment of pupils.
- Check that pupils have understood and completed work set.
- Monitor pupils' strengths and weaknesses.
- Plan, as appropriate, to ensure that pupils can continue to make demonstrable progress.
- Be responsible for monitoring and reporting to parents (as appropriate) on the progress of pupils in the class

3. Other Requirements

- Uphold and at all times adhere to all school policies and procedures, including those relating to child protection and safeguarding.
- Assist in the development of School policies and curriculum as required.
- Set a good example to the pupils through their presentation, personal and professional conduct.
- Take responsibility for their own professional development.
- Liaise with parents, carers and other Agencies as appropriate.
- Work collaboratively within the department and wider school and colleagues in Pre-Prep.
- Participate in meetings, briefings and other school activities and/or carry out any other duties that the Head or Deputy Head reasonably requires and considers to be relevant to the role.

CANDIDATE PROFILE

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS • Evidence of CPD and/or school practice 	<ul style="list-style-type: none"> • First Aid qualification • Additional training/qualifications to enhance performance
Experience	<ul style="list-style-type: none"> • Prior teaching experience in the relevant age range • Confident use of ICT • Evidence of involvement in curriculum development • An understanding of recent developments in assessments 	<ul style="list-style-type: none"> • Specific subject skills and knowledge • Wider knowledge of the use of ICT and the internet
Skills	<ul style="list-style-type: none"> • Excellent classroom practitioner • Ability to lead a subject area • Competent user of ICT • Commitment to being an excellent team player • Establish professional relationships with children and families • Excellent behaviour management skills 	<ul style="list-style-type: none"> • Evidence of active involvement in school-wide provision or initiatives
Knowledge	<ul style="list-style-type: none"> • Thorough understanding of the developmental and learning needs of young children • Knowledge of health and safety issues • Confident use of ICT • Evidence of involvement in curriculum development • An understanding of recent developments in assessment • Awareness of safeguarding issues 	<ul style="list-style-type: none"> • Knowledge of the independent school structure and the demands of Senior School entry procedures
Personal	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Positive attitude to use of authority • Maintaining discipline • Sense of humour • Have an acceptable level of health • Good presentation and hygiene • Good attendance record • Be able to take and give direction appropriately 	<ul style="list-style-type: none"> • Ability to work under pressure • Demonstrate a commitment to environmentally friendly and sustainable working practices • Brings personal interests and enthusiasms to the school community