SWANBOURNE HOUSE

DATE OF APPOINTMENT: April 2020

THE ROLE: There are currently two full time teachers in the Humanities department. History is currently taught as single subject from Years 5-8 with the pupils taught in mixed ability groups. PHSE is taught in mixed ability groups from Year 3. It is essential that the post holder can teach History up to Year 8.

We are looking to appoint an outstanding yet flexible and adaptable teacher who enjoys working with children, seeing them thrive and preparing them academically and holistically for the next stage in their education and life journey. This position would suit an experienced Teacher or an NQT.

REPORTING TO: The Head of Humanities and the Deputy Head (Teaching & Learning) in all respects.

JOB DESCRIPTION:

Teacher of History

- To encourage and stimulate the pupils to achieve excellence in all their endeavours and to expect the highest standards
- Identify and adopt the most effective teaching approaches in History and keep abreast of contemporary educational issues.
- To foster a love of History and PSHE through planning and delivering stimulating lessons.
- Teach History to pupils in Years 5-8, including pupils who will be sitting Academic Scholarships in Year 8. In addition to teach PSHE.
- To prepare lessons in line with the agreed curriculum and schemes of work in History, and PSHE.
- To assist and support the Head of Department by developing and sharing new schemes of work and resources, assisting with general administrative duties and other reasonable tasks.
- Support pupils taking Academic Scholarship and 13+ Entrance Examinations. Please note that as of September 2019, we will be moving to the PSB Assessment Framework for pupils in Year 7.
- To ensure that the pupils' work is presented and maintained in an organised and accessible format.
- To create an atmosphere within the classroom and surrounding corridors that will encourage learning. This will include the displaying of pupils' work, posters, pictures and artefacts as appropriate, keeping them up to date and refreshed
- To mark and assess the pupils' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner.
- To report progress to parents at Parents' Evenings and in written reports.
- Have an understanding of how to support those who need additional help in History and PSHE.
- To liaise with the SEND department about pupils' individual needs.
- To ensure that IEPs are managed and maintained effectively.
- Promote school initiatives in classroom teaching activities.
- Participate in subject specific INSET and undertake appropriate further training (and pass relevant information on to colleagues) as part of the professional development programme.
- Promote and help to organise a range of events to develop a love and raise the profile of History and PSHE.

Pastoral

- To act as a Personal and Form Tutor with academic oversight and direct pastoral responsibility for those pupils.

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- To monitor closely the behaviour of the pupils in the Personal and Form Tutor groups and to deal with any inappropriate behaviour, in consultation with the Head of School and or Assistant Head (Pastoral).
- To encourage and reward the pupils for good behaviour, using a variety of different and appropriate methods.
- To communicate effectively and regularly with parents and other staff by responding in a timely manner to emails and queries.

Additional Duties

- To perform break time and lunchtime duties as required.
- To organise and run clubs as required of all staff.
- To supervise pupils during assemblies.
- To assist with the organisation and running of trips and events when necessary.
- To be a Personal and Form Tutor.

Personal Attributes

- Educated to degree level in History.
- To be a qualified teacher with QTS status.
- Experience of teaching History at Key Stage 2 and 3.
- Knowledge of Senior School Entrance examinations and access arrangements is desirable, but not essential.
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the pupils to learn.

Other

- Assist with the co-curricular programme.
- Work as part of the staff team and be a positive member of the Common Room.
- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties.
- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- All teachers are expected to attend assemblies, departmental and staff meetings, Parents' Evenings, Open Days. Sports Day, Speech Day and INSET days. Attendance for other important events will be negotiated in advance.

Swanbourne House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow the school's Child Protection procedures