



Job Description: Teacher of History

GENERAL

You will be responsible in the first instance to the Head of Department. A candidate with suitable experience will have the opportunity to teach history at KS3, in addition to the teaching of History to GCSE and A level.

TEACHING-RELATED RESPONSIBILITIES

1. To be familiar with the department schemes of work and policies and with the specifications of the examination boards for whose examinations girls are being prepared.
2. To plan and teach lessons in accordance with departmental schemes of work.
3. To take responsibility for some extra-curricular activities.
4. To set and mark homework according to the homework timetable and in accordance with departmental and school policies.
5. To help support each student to make the most of her ability and to enhance each student's quality of learning.
6. To inspire students to take an interest in the subject and to take part in subject-related trips and visits.
7. To reward and encourage good work and effort through the awarding of honour marks.
8. To attend and contribute to departmental meetings.
9. To attend Parents' Evenings, Open Mornings, staff meetings and other events promoting the school or the department as requested by the Headteacher.
10. To keep accurate records of pupil attainment in line with school and departmental policy. To make available mark books, lesson plans and examples of pupils' work for the purposes of monitoring effective teaching and learning in the department.
11. To set and mark tests, examinations and write reports as required by the Head of History.
12. To be aware of and adhere to whole school policies.
13. To attend in-service training courses and, where appropriate, feed back information and new ideas to other members of the department.

14. To use the resources of the department efficiently and effectively.
15. To report to the Head of History damage to or problems with the equipment and resources of the teaching environment.

OTHER RESPONSIBILITIES

1. To ensure that all pupils are treated equally and fairly.
2. To take on a pastoral role in the school, either as a Form Tutor or Sixth Form Tutor as required.
3. To be sensitive to and supportive of the Christian traditions of the school and the cultural diversity of the school population.
4. To contribute to the collegiate nature of the staff room.
5. To support events and activities in which pupils are taking part.

**Mrs A Chapman
Headteacher
February 2020**