**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title: Head of History** | **Salary Range:**  **MPS \ UPS + TLR** |
| **Accountable to:**  **Deputy Headteacher, Curriculum and Assessment.** |  |

**Job Purpose and Responsibilities**

* Report as appropriate to the Deputy Headteacher for Curriculum and Assessment.
* To ensure compliance with all policies and procedures relevant to the position
* To Lead the History Department.
* To be accountable for standards in the History Department and the progress of all students.
* To share and support the responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the academy’s ethos providing equal opportunities for all.
* To take an active responsibility for the safeguarding and welfare of all students and young people within the academy.

**Leadership**

* To be accountable for the leadership, management and development of the History Department
* To be responsible for standards to enable all students to achieve their potential.
* To be responsible for all aspects of curriculum planning and delivery in the History Department.
* To be responsible for staff development in the History Department.
* To be responsible for management, organisation and deployment of all History Department resources.
* To manage the History Department budget effectively.
* To be responsible for monitoring students’ progress by academic tracking and data analysis.
* To be responsible for the examinations, internal and externalof all students in the History Department in liaison with the Academy Examination Officer.
* To be responsible for writing and updating a History Department Development Plan.
* To monitor for high standards of teaching. To include lesson planning, preparation, marking, assessment, homework and recording, monitoring and tracking student progress. Provide support and intervene as required.
* Support the History Department staff as required.
* To participate in appropriate meetings.
* To promote science education and the History Department.
* To maximise opportunities for students to participate in wider scientific activities.
* To model outstanding teaching.
* To be a professional role model.

**Student support**

* To be a Form Tutor to an assigned group of students.
* To promote the general personal development and well-being of individual students and the Tutor Group as a whole.
* To liaise with the relevant pastoral leaders to ensure the implementation of the student support system.
* To register students, accompany them to assemblies, encourage their full attendance and participation in other aspects of academy life.
* To alert the appropriate staff to problems experienced by students in the Tutor Group.
* To be fully aware of all matters of child protection and safeguarding and follow the appropriate policies and procedures as required.

**Professional**

* Be up to date with the latest developments in teaching practice and methodology, in particular in the curriculum area of History.
* Be aware of department and academy health and safety measures, including relevant risk assessments.
* To set cover work during any leave of absence.
* To take part in Open Evenings and Parents’ Evenings and any other similar event to support students and their families.
* To attend meetings and professional development activities as required.
* Carry out duties in line with published rota’s
* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

*The above is not exhaustive and maybe amended commensurate with the post holder’s salary and grade as required by the Headteacher*