



# St Patrick's RC High School and Arts College

## Job Description

<b>Post Title:</b>	Lead in History
<b>Reporting to:</b>	Headteacher / Senior Assistant Headteacher / Governing Board
<b>Disclosure level:</b>	Enhanced DBS
<b>Status:</b>	<p><u>Safeguarding</u></p> <p>The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.</p> <p>The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety, Community Strategy and Code of Conduct Policies.</p> <p>The post holder must comply with regulations set out by the Joint Council for Qualifications (JCQ) and offer a flexible approach to all areas of responsibility and to be available for meetings and other events outside of normal working hours.</p>
<b>Working Time:</b>	Full time 36 hours per week
<p>Responsibilities include but are not exhaustive of:</p> <p><b>Principal Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To plan, prepare and teach assigned lessons to students according to their educational needs.</li> <li>• To set and mark appropriate written work according to department policy, including for any subsidiary subject.</li> <li>• To assess, record, and report on the development, progress and attainment of students assigned within the guidelines of the Staff Handbook and assessment policy of the school.</li> <li>• To promote and facilitate the general progress and well-being of individual students in assigned groups providing appropriate educational guidance on matters relating to their subjects.</li> <li>• To participate in department meetings, appropriate school development meetings and INSET.</li> <li>• To participate in the school's appraisal arrangements.</li> <li>• To adhere to the school's and department's Health and Safety policy and procedures.</li> <li>• To be a Form Tutor of an assigned Form Tutor Group and to carry out related duties in</li> </ul>	

accordance with the general job description of a Tutor.

- Any other tasks that are reasonably requested within the area of this responsibility.

### **Curriculum Duties:**

- Meet weekly with line manager to provide regular feedback on QA work and help determine departmental priorities.
- Contribute to the CPD for all departmental staff and specific departmental staff as appropriate. In particular, provide CPD focused on KS3. This would include supporting the member of staff responsible for the induction of NQTs and trainee teachers, non-specialists and those new to the department.
- Take a lead role in KS3 planning and monitoring and on a regular basis and undertake a KS3 work scrutiny and learning walk to provide QA information to the HOD.
- To help develop and contribute towards high-quality materials for teaching at KS3 which offer exemplar material to other teachers within the department.
- Use KS3 tracking data to support the HOD when determining the deployment of resources for targeted intervention and strategies
- Liaise with partner primary schools and initiate, lead and evaluate subject-specific improvement work to ensure effective transition from Y6 to Y7.
- Coordinate the KS3 catch up intervention work.
- To support performance management and contribute to the assessment of other teachers against professional standards as required.
- To participate in other department or whole-school school improvement activity as directed by the Head of Department or Leadership Team of the school.
- To be deployed, as directed by the Leadership Team of the school, to support the development of other members of staff outside of the department.
- Leading change within the department
- Promoting History outside the classroom
- Keeping abreast of information concerning external curriculum developments
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels
- To lead the development of appropriate syllabi, resources, assessment policies, and learning and teaching strategies within this area
- To maintain accreditation with the relevant examination and validating bodies

**Teaching and Learning:**

- To develop and enhance the teaching practice of all colleagues within the area, implementing improvements where required
- To establish common standards of practice within the area and develop the effectiveness of teaching of teaching and learning styles in all subject areas
- To keep up to date with national developments in teaching practices and methodology
- To conduct learning evaluation strategies in accordance with school improvement strategies
- To use regular, thorough and accurate assessment to plan and prepare well informed, focused and engaging lessons
- Provide feedback to pupils to ensure that all students make at least good progress
- To use data to monitor and evidence student progress, providing assessment data/reports on the progress of individual students and groups of students taught as required
- To motivate, support and challenge students to ensure they have good attitudes to learning
- To be responsible for the health and safety of pupils

**Operational / Strategic:**

- To demonstrate professional characteristics at all times with all, colleagues, students and parents
- To contribute to St Patrick's continuous improvement
- To continually and critically evaluate your own practice and take responsibility for your continued professional development
- To work as a member of the school team and to contribute positively to effective working relations within the school
- To attend meetings and professional development activities as required

**Management and Communication:**

- To ensure that all members of the curriculum are familiar with its aims and objectives
- To communicate effectively with colleagues, pupils and parents
- To represent the curriculum area's views and interests in a professional manner
- To ensure the continued delivery of high-quality Teaching and Learning
- To exercise professional skills and judgement
- To impact on the educational progress of pupils

- To work with senior leaders to ensure that teaching commitments are effectively and efficiently timetabled and deployed

**Pastoral:**

- To monitor and evaluate the progress of students, including maintaining accurate student records as required
- To contribute to extra-curricular provision
- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance and progression in relation to targets set for each individual, ensuring that appropriate action is taken where necessary
- To ensure the Behaviour for Learning System is implemented in the subject area so that effective learning can take place

**Management Information**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified to this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

St Patrick's will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment to any employee who develops a disabling condition.