



## HEAD OF HISTORY DEPARTMENT JOB DESCRIPTION

<b>Job Title :</b>	Head of History Department
<b>Line Manager:</b>	Head of Faculty

### Purpose of Job

To be responsible for the academic attainment of the students studying within their department, be exemplary in professionalism and educational practice, acting as role models to their colleagues. The Head of Department is responsible for ensuring that all teachers in the department maximise the academic progress of the students they teach. They work proactively with colleagues to ensure full participation in departmental improvement initiatives and ways of working. They promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing and supporting the contributions that individuals make to the success of the department.

### Duties and Responsibilities

#### Objectives

1. Ensure that the academic progress of students who study the subject matches their potential
2. Encourage high standards in all aspects of school life, contributing to the effective and efficient management of the school and promotion of a happy, purposeful and learning-orientated school culture
3. Support and motivate students, teachers and other school employees, encouraging consultation and discussion
4. Communicate effectively and proactively with parents/guardians and other stakeholders
5. Be responsible for supporting the work of subject teachers and making sure that all members of the department work effectively
6. Support the professional development of all staff within the department and promote a working atmosphere that encourages cooperation and values the contribution that individuals make
7. Ensure the developments undertaken within the department support the School Improvement Plan (SIP) and promote the aims of the school
8. Ensure that High Performance Learning (HPL) strategies are implemented in lessons in line with the Upper School approach, HPL philosophy and framework.

#### Overall Responsibilities

1. Provide professional leadership and management for the subject to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students
2. Play a leading role in developing school policy through Heads of Department and departmental meetings
3. Evaluate the effectiveness of teaching and learning of the subject's curriculum on a yearly basis and improve schemes of learning in light of the findings
4. Establish priorities and targets for the department's development and review their progress



5. Set targets for staff and students and monitor progress, within the context of school and departmental targets
6. Understand the needs of their own subject and appreciate the way that other subjects contribute to the overall education of the students
7. Efficiently and effectively carry out 'Looking for Learning' drop ins, using the central tracker to record the findings

#### **Teaching and Learning Responsibilities**

1. Ensure that students have the highest possible standard of education in the subject
2. Establish and implement clear policies and procedures for assessing, feeding back, recording and reporting on student progress.
3. Lead on the implementation of a data driven approach to identify learning patterns and effectively action plan to address any learning gaps, reporting findings to the Head of Faculty
4. Ensure curriculum coverage, continuity and progression in the subject for all students of all abilities.
5. Oversee effective planning, preparation and lesson delivery and monitor them by visiting lessons on a regular basis and undertaking regular planning and book looks
6. Encourage cross-curricular links with other departments
7. Keep up to date with changes within the subject curriculum and make recommendations to the Director of Studies about new courses and resources and professional development needs.
8. Liaise with other phases of the school regarding attainment and induction of students into the Upper School
9. Support the options processes for IGCSEs and A Levels
10. Liaise with the form tutors, Heads of House and the Heads of Inclusion and EAL as appropriate

#### **Line Management Responsibilities**

1. Support with new staff recruitment as required and induction into the department making them aware of their roles and responsibilities as subject teachers
2. Support the work of all staff and encourage an atmosphere of cooperation and mutual trust within the department
3. Actively promote staff development by delegating responsibilities within the department
4. Encourage staff to develop by undertaking professional development opportunities and to cascade pedagogy and new learning to colleagues within (and outside) the department
5. Make sure that all staff apply new technologies appropriately and in a way that promotes learning
6. Lead professional development of subject staff through example and support and coordinate the provision of high-quality professional development by methods such as instructional coaching, job-alike workshops, visiting lessons and professional dialogue
7. Negotiate departmental staffing requirements and teaching loads
8. Coordinate the purchase of resources for the department
9. Ensure appropriate cover work is set in the case of a department member's absence



10. Liaise with the Head of Faculty, Director of Studies and the Head of Examinations regarding course outlines for curriculum booklets for Years 6 to 9 and option booklets for IGCSE and A Level

### Other Responsibilities

Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

### Requirements

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (plus IGCSE/GCSE and A Level as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.



## **HEAD OF HISTORY**

### **JOB SPECIFICATION**

#### **About the Humanities Faculty**

In Humanities we aim to cultivate an ambitious and inquisitive attitude in both students and staff, empowering individuals to revel in challenges and aspire for continual growth. The Humanities Faculty is a high performing and experienced faculty which includes Geography, History, Religious Studies, Travel and Tourism. The Faculty is committed to innovative teaching practices and delivers topical, engaging and challenging content that instils a passion for learning amongst the students.

#### **About the curriculum**

History is a popular and highly attaining subject at both IGCSE and A Level. The Prep and Shell (year 9) curriculum is designed to support this by challenging students, promoting academic excellence and the development of critical thinking skills while consciously linking to relevant issues faced in our world today. We take an innovative approach to teaching and learning in order to inspire a love of History, whilst developing the skills of a successful and intellectually confident historian. We aim to provide students with a broad range of historical knowledge and encourage them to evaluate critically, develop academic curiosity, consider and challenge different perspectives and take ownership of their learning both within and beyond the classroom.

The following qualifications are presently offered within History:

- Cambridge IGCSE History
- Cambridge International AS and A Level History

#### **Experience in the following areas would be an advantage**

1. A passion for the teaching of History which you share enthusiastically with both colleagues and students.
2. Experience of and a willingness to teach IGCSE and A Level History.
3. A willingness to deliver Cambridge International History at A Level.
4. Experience of teaching Key Stage 3 and a willingness to teach Humanities and History across the Prep Phase (Year 6 to 8).
5. Experience of designing and delivering innovative and academically challenging lessons.
6. A willingness to give up time beyond the school week to accompany students on school trips.
7. Teaching high achieving students across all phases, and the ability to extend able students with a view to supporting Oxbridge candidates.
8. A willingness to offer regular additional support to students outside of normal teaching time.
9. A desire to participate in the wider life of the school, contributing with enthusiasm to extracurricular clubs and activities on a regular basis.
10. Experience of leading and delivering related extracurricular activities and trips.