



HEAD OF HISTORY

JOB DESCRIPTION January 2016

Responsible to:	Headmaster
Job Overview	<p>To deliver History to pupils aged 9 – 13 and to oversee the progression of the curriculum throughout the school, ensuring the highest standards of teaching and learning are achieved.</p> <p>To communicate a passion for learning, with a flexible and imaginative approach to teaching.</p> <p>Contribution to the busy extra-curricular life of the school and, as all staff are involved in the pastoral life of the school, possibly to take on a role as a form teacher.</p>
Duties and Responsibilities:	<p>Principle Responsibilities</p> <ul style="list-style-type: none">• Overseeing the long-term development and management of the History curriculum across all year groups;• Reviewing and writing the Middle and Upper School (Years 5-8) Scheme of Work;• Reviewing and updating the Department Handbook and relevant associated policies;• Preparation of all History assessments;• Analysis and communication of assessment data;• Organisation of History groupings and allocation of teaching staff;• Organisation of History related activities and events;• Communication with the Learning Support Department regarding History needs of pupils;• Co-ordination of Teaching Assistant support in History lessons;• Co-ordination of History Support sessions - composition of groups and content;• Development of Staff through School's CPD programme, including observations and marking scrutiny, plus feedback to staff and SMT.• Chairing regular departmental meetings;• Auditing and purchasing of History resources;• Managing departmental budget;• Responsibility to keep department up to date on developments in teaching and curriculum as well as technology;• Meeting and communicating with parents to discuss academic issues related to History;• Organising activities for Open Mornings.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<p>Training and Development</p> <ul style="list-style-type: none"> • Regularly review own practice, set personal targets and take responsibility for own continuous professional development. • Participate in the annual performance review process. <p>General Requirements</p> <ul style="list-style-type: none"> • Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with. • Maintain high professional standards of attendance, punctuality, appearance and conduct. • Maintain positive, courteous relations with pupils, parents and colleagues. • Engage fully in the life of the School and play an active part in the extracurricular programme, for example through involvement in games or clubs. • Promote the good name and reputation of the School. • Adhere to School policies and procedures.
Keys Skills & Knowledge:	<ul style="list-style-type: none"> • Honours Degree in teaching or relevant subject; • Strong academic and intellectual credentials; • Track record of teaching excellence and excellent subject knowledge; • First rate management skills and evidence of leading and managing excellent teaching practice; • The capacity to inspire pupils of all abilities and enhance pupil learning; • Evidence of successfully planning and implementing curriculum developments, and ensuring the curriculum is delivered in an imaginative and exciting way; • High level of literacy and attention to detail; • Ability to use initiative; • Administrative skills, effectively manages commitments and deadlines; • ICT competence and willingness to learn and use new technologies; • Works collaboratively and supportively with colleagues within school and with colleagues in other organisations; • A generosity of spirit towards the demands of a busy prep school, as the role requires flexibility and may involve out of hours, weekend and holiday work; • Evidence of a level of interpersonal skills with the ability to maintain a positive profile with pupils, staff, parents and the community. • Knowledge and experience of KS3 History (essential); • Knowledge of KS4 History (scholarship) beneficial but not essential.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • Enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from pupils and colleagues; • Ability to plan, prioritise and manage a varied workload; • Team focused, shares knowledge and information with other members of staff to promote good practice; • Co-operative, helpful and accommodating with other team members and staff; • Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<ul style="list-style-type: none"> • Focuses on what needs to be delivered, understands what is needed and responds promptly; • A proactive, 'can do' attitude to all tasks; • Welcomes challenges, and meets them with enthusiasm; • Shows a flexible approach, willing to adapt and respond to priorities; • Good communication and persuasion skills; • Consistently strives to maintain a high standard of work.
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • Core school hours, when all teaching staff are expected to be in work as a minimum, are 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties. • All INSET days, Open Mornings and other relevant events listed in the School calendar. • Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time. <p>Safeguarding Children</p> <ul style="list-style-type: none"> • Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.