



## **Job Description**

### **JOB DETAILS**

**Job Title:** Head of History (Year 5-8 History Teacher with sport)

**Reports to:** Headmistress

**Location:** Falcons Preparatory School for Boys

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### **JOB PURPOSE**

This post requires an accomplished educationalist with leadership skills who is clear-sighted and passionate about teaching and their subject. S/he must have a good level of technical skills and some experience of using SIMS. It is a senior role in Falcons' strong and committed community and is line managed by the Deputy Head – Learning & Innovation with whom s/he works closely and professionally. Experience of teaching History up to KS3 is desirable with the ability to also complement the substantial Games provision at the school possible. A love of humanities and History and passion for imparting this knowledge to the young, and a high level of organisational abilities, enthusiasm, humour and energy are requirements of the position.

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### **RESPONSIBILITIES**

To:

- Foster and promote the school's aims, good relationships, and implement policies.
- Lead, plan and organise the History curriculum.
- Teach History up to Common Entrance and scholarship level (where applicable).
- Write and oversee the History curriculum development plan from Year 3 - 4 (Lower School) and write, oversee and deliver the curriculum to Years 5 – 8 (Middle & Upper School).
- Write the History schemes of work for each section of the school to ensure continuity and progression.
- Produce Department Handbooks as required.
- Keep abreast of developments in the National Curriculum and adapt the programmes of learning as needed.

- Manage the department's budget and the purchase of adequate resources to ensure a vibrant curriculum.
- Organise store and audit resources.
- Continuously assess pupils' performance and mark their work following the school's marking and assessment policies.
- Record assessments and pupils' progress on SIMs.
- Report to parents in writing as required and at pre-arranged meetings throughout the year.
- Address concerns which may be raised by parents professionally and quickly adhering to the school's practices in communicating with parents.
- Maintain good order and discipline among pupils.
- Plan and organise school visits of interest to enhance the development of pupils' experiences and understanding.
- Assist in the planning and accompanying of an annual residential trip.
- Arrange guest speakers and special events of interest.
- Run interesting clubs termly at the end of the school day which contribute to an enriched experience for pupils and enhance the co-curricular programme.
- Display pupils' work in an attractive manner.
- Contribute articles to the weekly newsletter and information to promote the subjects taught as required.
- Participate in the assemblies' programme.
- Arrange meetings with colleagues teaching the humanities to ensure there is progression and meaningful cross curricular input.
- Attend staff meetings and briefings as required.
- Participate in the staff duties' programme as agreed with the Headmistress and SLT.
- Act as a Form Tutor and contribute actively to the PSHEE and pastoral curriculum.
- Take every opportunity for regular and continuous professional development.
- Attend Alpha Plus Group courses and forums of interest and relevance.
- Form relationships with colleagues in other APG schools which are mutually beneficial.
- Undertake any other reasonable duties as may be requested by the Headmistress or SLT.

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## **SKILLS AND EXPERIENCE REQUIRED**

The Head of History must be:

- Experienced, computer literate, understand school protocols and policies, and be willing to make a full contribution to school life.
- S/he must have a good working knowledge of child protection issues and safeguarding and undertake the appropriate training.
- S/he must at all times be friendly, approachable and supportive.
- It is a pivotal role which requires excellent communication skills and a high level of commitment and enthusiasm.

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO  
CHANGE IF AND WHEN REQUIRED BY THE HEADMISTRESS

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## **SAFEGUARDING**

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

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### **JOB DESCRIPTION AGREEMENT**

Job Holder's signature:

Date:

Headmistress' signature:

Date:

Miss Olivia Buchanan