



## **Head of History - Job Description**

### **The role:**

We are looking for a Head of History who is an outstanding Historian and who is prepared to lead by example and manage best practice within the school. As Head of History, s/he will be responsible for leading, managing and developing the History curriculum. The successful candidate would benefit from a proven track record of teaching History up to Common Entrance and Scholarship level, and from Year 5 through to Year 8. We are looking for someone who will inspire children to love History and to continue the success of the History department at Kingshott School.

### **Responsible to:**

The Director of Studies and the Headmaster.

### **Responsibilities:**

- The teaching of History in the Prep Department.
- Writing schemes of work/syllabuses and maintaining documentation.
- Implementing the curriculum.
- Monitoring of planning, teaching and standards within the department.
- Liaising with the Pre-Prep History coordinator.
- Management and development of department resources.
- To organise/oversee relevant visits/trips/projects for History.
- Ordering and management of the History department budget.
- Fulfilling the safety obligations of the History department.
- Writing reports.
- Keeping records/pupil profiles.
- Form Teacher.

### **General:**

All members of staff are required to attend Assembly, Departmental meetings, Parents' evenings, School functions and Staff meetings, INSET and Open Mornings.

All Prep staff help with the games and hobbies programmes according to their ability and interests, and are also included in Prep and Duties rotas.

The person appointed must be able to work closely with colleagues and establish good relationships with parents.

All members of staff are expected to maintain a high standard of timekeeping and personal presentation.