

Ruthin School

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Established 1284

Principal: Mr T J Belfield MA (Cantab)

Teacher of History

Job Description and Checklist of Good Practice

Introduction

Currently, there are 16 pupils studying History in the Sixth Form and 48 studying History at IGCSE. We currently follow Edexcel's IGCSE course (4Hi1) and CIE's International Option for AS and A level (9389).

History is part of the Humanities Faculty at Ruthin School which currently has the following employees:

- Mark Robinson (Head of Humanities and Head of History)
- Ian Evans (Head of Economics)
- Delyth Williams (Head of Geography)
- Julie Higham (Assistant Principal – Teaching & Learning and Teacher of History)
- Benedict Cribb (Teacher of Economics)
- Jonathan Hamer (Teacher of History)
- Isil Haywood (Teacher of Economics and Mathematics)
- Kathryn Hughes (Teacher of Politics)
- Michelle Kenworthy (Teacher of Geography and PSHE)
- Matthew Orchard (Teacher of Geography)

Qualifications

The post holder will need to have a good degree, from a reputable university, in History.

Ruthin School does not require the post holder to hold a PGCE or have QTS (Qualified Teacher Status).

Due to a large number of pupils leaving Ruthin School to go to universities ranked in the top 20 in the UK, the post holder will be required to demonstrate strong academic knowledge and will be expected to teach from KS3 up to A level.

Job Description and Working Practices

The Teacher of History will report to the Head of Humanities.

Whilst it is impossible to detail every job involved in working in Ruthin School, below is a representation of what is involved.

- Plan and prepare lessons carefully
- Ensure that you are aware of and understand the marking procedures and details on assessment and record keeping.
- Make sure that preps. are set regularly and that they are promptly and thoroughly marked according to the Marking Policy.

- Provide information for the writing of references.
- Communicate and co-operate with other staff and departments.
- Keep up to date with all aspects of curriculum developments, with special reference to the Public Examinations.
- Foster, by example, a spirit of academic enquiry in the Department. Read and share books, articles etc.
- Take responsibility for the development, work and behaviour of all pupils who you teach.
- Ensure that pupils' efforts are rewarded.
- Make sure that you are aware of special circumstances affecting pupils; e.g. dyslexia, physical problems, home background etc.
- Be aware of those pupils who are struggling, experiencing special difficulties, or need stretching and offer appropriate support.
- Help colleagues and seek advice in cases of disciplinary problems.
- Advise pupils at times of option choices and when help is needed for careers, or UCAS choices.
- Liaise with appropriate pastoral staff when problems involving specific pupils arise.
- Help with departmental contributions to parents' evenings, Open Days etc.
- Ensure that the information produced in report/ratings to parents is detailed, relevant and reflects the term's work and is specific to that pupil.
- Ensure that rooms, equipment, wall displays etc., are maintained to a high standard. Report defects promptly.
- Ensure that resources are stored securely.
- Advise the Head of Humanities about departmental needs.
- Set and mark, collate, and evaluate internal examinations at the request of the Head of Humanities.
- Keep records of all pupils: internal assessment, examinations both internal and external.
- Act as a tutor as and when advised.
- Participate in the duty rota.
- Attend staff meetings as and when called.
- Attend pre-term meetings or INSET days.
- Maintain good discipline within the classroom, the School and its facilities by carrying out the School Policy on: uniform, punctuality, respect for others, manners, appearance etc.
- Play a full part in the pastoral provisions of the School.
- Cover for absent colleagues as directed.
- Support activities within the School.
- Support all end of term events.
- Support inter-house activities.
- Share in evening and weekend duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Toby Belfield
Principal

February 2018