HESTON COMMUNITY SCHOOL
JOB DESCRIPTION: TEACHER OF HISTORY

Post Title:	**Teacher of History**
Overall responsibility:	Teaching History
Reporting to:	Head of History, Curriculum Leader Humanities
Liaising with:	All staff and parents/carers
Disclosure Level:	Enhanced
Salary/Grade:	MPS / UPS

Key tasks and accountabilities will include the following:

Strategic Purpose
The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document.

Operational Responsibilities
- Teach all age groups
- Plan work in accordance with Curriculum Area Schemes of Work and National Curriculum Programmes of Study
- Take account of all students' prior levels of attainment and use them to plan challenging lessons and set future targets
- Monitor and identify underachieving students from performance data
- Address underachievement through contributing to School strategy as well as developing and implementing curriculum area strategies and approaches
- Set work when required for absent students.
- Establish a purposeful working atmosphere during all learning activities following School policies
- Actively support extra-curricular activities to enhance students' experiences
- Manage the behaviour of students in classrooms and around the School
- Understand and fulfil all the requirements of School policies and the expectations of the School

Assessment, Recording and Reporting
- Keep appropriate records of students' work
- Mark and return work set, including homework within an agreed and reasonable time
- Use the School's Marking Policy at all times
- Carry out assessment programmes, as agreed by the School or Curriculum Area
- Complete Student Reports in line with School Policy
- Attend Parents' Evenings as required and keep parents/carers informed about their child's performance and future targets

Tutor Role
- Undertake responsibility for a Tutor Group
- Monitor and set targets for the social and academic progress of all students in the Tutor Group
- Endeavour to build up a good relationship with the students in the Tutor Group so that they will look to you for support and advice
- Report issues of concern to the appropriate senior staff
- Maintain an accurate register of attendance and do everything possible to encourage good attendance

Additional Responsibilities
- Promote the School ethos in which the highest achievements are expected from all members of the School community
- Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the ethos of the School
- Attend Staff, Curriculum, Year Group and other School meetings
- Attend and participate in Open Evenings
- Uphold the School's behaviour code and uniform regulations
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development

Key Organisational Objectives
To contribute to the School by:

- Following Health and Safety requirements and initiatives, as directed
- Ensuring compliance with Data Protection legislation
- Operating at all times within the School's Equalities Policies, demonstrating commitment and contribution to improving standards and attainment
- Contributing to the maintenance of a caring and stimulating environment for young people

Performance Management and Professional Development
The teacher will be part of the School's Performance Management Scheme. S/he will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance, including classroom teaching. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

Conditions of Employment
The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the School's Policy in respect of Child Protection matters.

S/he will be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

In particular, attention is drawn to the new requirements for Planning Preparation and Assessment Time – '*With effect from September 1st 2005, all teachers at a school with timetabled teaching commitments…..have a contractual entitlement to guaranteed PPA time within the timetabled teaching day'.*

'The amount of guaranteed PPA time should be set as a minimum of at least 10% of a teacher's timetabled teaching time.'

The postholder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff members participate in the School's Performance Management Scheme.

Special Conditions of Service
Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1964 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The post allows substantial access to children. Candidates are required to comply with School procedures in relation to DBS checks.

Equal Opportunities
The postholder will be expected to carry out all duties in the context of and in compliance with the School's Equalities Policies.

PERSON SPECIFICATION

		Essential	Desirable	Evidence
Qualifications and Experience				
1	Educated to degree level or equivalent	✓		A
2	Qualified teacher status.	✓		A
3	Ability to teach subject KS3, GCSE and A Level History	✓		A
4	Ability to teach A Level Government & Politics		✓	A
5	Proven experience of teaching exam classes and strong student performance	✓	✓ **[ECT]**	R, I
6	High quality teaching to students of all ages and abilities	✓		R, I
7	Collaborating with colleagues in the preparation, assessment and monitoring of student work	✓		R, I
8	Knowledge and understanding of Safeguarding practice	✓		A, I
9	Ability to use IT effectively	✓		R, I
10	Experience as a Tutor and/or pastoral work	✓	✓ **[ECT]**	A, R, I
Skills				
11	Establish a safe and stimulating environment for students, rooted in mutual respect	✓		A, I
12	Set targets that stretch and challenge students of all backgrounds and abilities	✓		A, I
13	Excellent communication and organisational skills	✓		R, I
14	Ability to work hard under pressure while maintaining a positive, professional attitude	✓		R, I
15	Ability to organise and prioritise workload and work on own initiative	✓		R, I
16	Excellent personal, oral and written presentation skills	✓		A, R, I
Personal Attributes and Behaviours				
17	Adaptability and flexibility to changing circumstances and new ideas	✓		R, I
18	A belief that schools have a responsibility to prepare students for their lives - not just for exams	✓		R, I
19	Creative, courageous and resilient	✓		R, I
20	Ability to respond positively to feedback	✓		R, I
21	Ability to work under pressure and to meet deadlines	✓		A, R, I
22	Willing to take responsibility and ownership	✓		A, R, I
23	Team player	✓		R, I
Ability to Fulfil Wider Professional Responsibilities				
24	Willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
25	Ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

Key to Evidence: ***A = Application*** ***I = Interview*** ***R = References***