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**JOB DESCRIPTION**

**HEAD OF DEPARTMENT**

**HISTORY**

**JOB TITLE:** Head of History (with some English teaching)

**GRADE:** Westholme Scale Point and Management Point D

**TERMS:** From September 2023

**REPORTING TO:** Head of Faculty

The Head of Department’s overall purpose is to further the interest of the subject within the curriculum, to function to the best of ability, to strive for excellence at all times and to work as part of a team to help achieve the overall aims of the School.

**Purpose of the Job:**

* To lead the History Department to be a market leader in the locale and revered by other independent schools.
* To oversee the provision of all activity within the Department.
* To underpin the ethos, academic standards and values of the School: be an inspirational figure that draws the best out of every pupil and the staff.
* To carry out professional duties and to have responsibility for assigned classes and a tutor group.
* To be responsible for the day-to-day work and management of the classes and the safety and welfare of the pupils, during on-site and off-site activities.
* To be able to teach English Literature or Language to A Level would be an advantage.

**Management Responsibilities and Key Tasks:**

Heads of Departments are responsible to the Head of Faculty:

* Producing clear aims and objectives for the teaching of their subjects.
* Annual review of results and targets leading to the biennial Departmental Improvement Plan.
* Regularly monitoring the standards of teaching and work set within their departments.
* Ordering of and caring for stock and equipment.
* Participating in Heads of Department and Faculty meetings.
* Deploying staff effectively within their departments.
* Planning departmental budgets and liaising with Commercial Director and Principal to ensure efficiency and careful management of finances and resources.
* Ensuring homework is being set for each class and that it is being regularly marked and monitored.
* Maintaining innovative classroom wall displays to enhance the teaching environment and School corridors.
* Updating and reviewing the Departmental handbook and Schemes of Work as required.

**Area of Responsibilities:-**

* Responsible for providing professional leadership and management for the subject to secure high quality teaching, effective use of resources and improved standards of learning and achievement.
* Support the HoF with Co-coordinating 11 -18 provision, pedagogy, systems, intervention, pupil achievement, results analysis and improve standards.
* Work with Prep Co-ordinators to influence 4 – 18 provision.
* Support the HoF in tackling underachieving staff and pupils in a structured and supportive way.
* Create and manage a caring, supportive, purposeful and stimulating environment, which is conducive to children’s learning.
* Plan and prepare lessons in order to deliver the appropriate courses as stated by the Principal/HoF.
* Work and plan collaboratively on a weekly basis or as indicated by the HoF.
* Mark books on a regular basis ensuring you are following the school policy.
* Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* Maintaining good order and discipline among pupils in accordance with the policies of the school and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
* Organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* Plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* Maintain a regular system of monitoring, assessment, record keeping and reporting of children’s progress.
* Prepare appropriate records and reports for parents and HOF.
* Ensure effective use of support staff within the classroom.
* Participate in staff meetings as required. Please note Briefing is compulsory.
* Contribute to the development and co-ordination of a particular area of the curriculum.
* Be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To tutor within a certain Year Group and deliver PSHE as a form tutor.
* Provide pastoral care and guidance to a certain Year Group achieving effective communications with parents and colleagues for the improved wellbeing of tutees.
* Ensure that school policies are reflected in daily practice.
* Liaise with Heads of Year, SLT, parents, outside organisations to promote the cluster of subjects and improve their profile.
* Meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.

**Wider School Policy**

* Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
* Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

This list is not exhaustive but rather an indication of the main requirements of the role.

**Person Specification**

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|  | ESSENTIAL | DESIRABLE |
| PROFESSIONAL QUALIFICATIONS | * Degree (honours) in relevant discipline * Qualified teacher status * Ability to teach English to GCSE or A Level | * Further qualifications in Relevant discipline * Recent training relating to subject teaching in this area |
| SKILLS AND KNOWLEDGE | * A strong interest in current developments in History. * Thorough knowledge and   understanding of current developments in teaching, learning, school culture and the curriculum   * Ability to use data to identify strengths and address under-achievement * Good analytical and strategic thinking skills * Setting high standards for others and ensuring goals are achieved | * Able to simplify complex issues and develop innovative solutions |
| EXPERIENCE: | * Strong teaching ability, backed up by good and outstanding ratings * A proven track record of measurable impact as an individual teacher and at departmental level * Experience of leading a department or having responsibility within a department * Use of innovative approaches to the development of teaching and learning * Experience of teaching at A Level | * Experience of contributing to the efficient and effective development of staff and resources * Experience of contributing to development planning and to the process of continuous review and evaluation |
| ATTRIBUTES | * A demonstrable high level of commitment and enthusiasm for the relevant discipline * First-rate time management and personal organisational skills * A willingness to be involved in co-curricular activities * A willingness to manage schemes of work * A willingness to promote the ethos of the school * Creative thinker and problem solver. | * Well-developed ICT skills for use in teaching the subject |

**Employment Conditions and Remuneration**

Westholme has its own salary scale. We expect that the professional responsibilities of all teaching staff include the following:

i) The kind of preparation and marking necessary to maintain high academic standards

ii) Involvement in regular co-curricular activities, including those which take place out of normal school hours and at weekends

iii) Pro rata supervision/cover duties

iv) A commitment to upholding the general ethos of the school and the staff code of conduct

The School provides all lunches, tea, coffee etc. and other amenities free of charge.

Applications should be submitted to [HR@westholmeschool.com](mailto:HR@westholmeschool.com)

**The closing date for applications is Monday 27 February 2023 at 9:00am.**

Applicants who have any questions can email the Head of HR, Mrs Jo-Ann Tierney tierneyj[@westholmeschool.com](mailto:purdyl@westholmeschool.com)

*Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.*

*Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.*