

**Job Description**

**Title:** Head of History

**Salary:** MPS - UPS

**Grade:** TLR2cii

**Location:** Aylward Academy

**Hours of work:** Full Time

**Responsible to:** Head of Faculty in the first instance.

**Purpose**

The purpose of this Head of Department post is to maximise pupil achievement by ensuring the effective delivery of the curriculum with the department/Key Stage.

**Responsibilities**

Leadership and management of the department/key stage

**Teaching and Learning**

* To lead, inspire and support to their team of teachers in order to secure effective teaching and learning across the department/key stage.
* To oversee the implementation of the school’s raising achievement programme in the department/key stage ensuring staff assess and record students progress and development
* To lead the department/key stage in curriculum innovation and development
* To work with the head of faculty to plan strategically the allocation of resources, staffing, training needs and curriculum development.
* To oversee the implementation assessment procedures including assessment for learning.
* To work with the head of faculty to develop, implement and review schemes of work
* To develop, implement and review lesson plans
* To promote and maintain a high quality learning environment in your area (specifically within classrooms)
* To develop the department/key stage contribution to extra-curricular activities, the life-long learning agenda and other whole school priorities as appropriate

**Every child matters**

* To work with the Head of Faculty to secure the learning and well being of all our pupils
* To promote the notion of the London Challenge within your area
* To promote behaviour for learning in your area, to uphold and maintain Faculty Behaviour Policy.

**Quality assurance**

* To liaise with the Head of Faculty to monitor the effective delivery of teaching and learning within the area of responsibility and plan for sustainable improvements.
* To monitor the quality of teaching and learning in the department/key stage in order to ensure consistency of good practice across your area of responsibility.
* To lead the process of improvement planning within your area and contribute to faculty planning
* To review the department/key stage offer in a wider context by keeping abreast of current developments in your area.
* To carry out performance management procedures with members of the department when required.

**Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

* identifying clear teaching objectives and specifying how they will be taught and assessed;
* setting tasks which challenge pupils and ensure high levels of interest;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment;
* identifying SEN or very able pupils;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* making effective use of assessment and ensure coverage of programmes of study;
* ensuring effective teaching and best use of available time;
* maintaining discipline in accordance with the school’s procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
* using a variety of teaching methods to:

1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
3. select appropriate learning resources and develop study skills through library, ICT and other sources;

* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluating own teaching critically to improve effectiveness;
* ensuring the effective and efficient deployment of classroom support

**b) Curriculum Development**

* Have lead responsibility for a subject or aspect of the school’s work and develop plans which identify clear targets and success criteria for its development and / or maintenance
* Contribute to the whole school’s planning activities

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. 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 construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when developments arise and it may be subject to modification or amendment at any time after discussion with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal/Head of Education.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

In accordance with the Serious Crime Act 2015, to immediately report to once of the safeguarding team, suspected or known cases of female genital mutilation (FGM).

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Head of Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | **Essential**   * Degree and Teaching Qualification | * Ongoing CPD portfolio |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * At least 1 years’ teaching experience in a Secondary School * An ability to teach ‘good’ or better lessons consistently. * The ability to enthuse and inspire others and have a ‘can do’ attitude. * A passion for the subject and relentless determination that every student develops and succeeds. * The ability to lead, coach and motivate staff within a performance management / staff appraisal framework, providing professional development and effectively challenging and managing any underperformance. * Excellent listening skills and high levels of emotional intelligence. * Strong organisational and time-management skills and the ability to delegate appropriately. * Resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. * The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. * Confidence and self-motivation. * The ability to work well under pressure and to be decisive. * The ability to be a positive role model for staff and students. * High levels of honesty and integrity. * Experience of delivering consistently good to outstanding lessons to students of all ages and abilities. * Proven success of raising student achievement and ensuring students make good or better progress within subject area. * A confident use of data to inform intervention in terms of teaching and learning to raise achievement. * Experience of implementing behaviour management strategies consistently and effectively. * Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes. * In-depth and up to date knowledge of the curriculum area and experience of having designed, implemented and evaluated effective, imaginative and stimulating lessons and Schemes of Work | * Experience of managing examination entry procedures |
| **Skills** | Line management responsibilities (No.) |  |  |
| Forward and strategic planning |  |  |
| Budget (size and responsibilities) |  |  |
| Abilities | * An experienced and strong classroom practitioner * Understanding of the characteristics of high quality teaching and effective learning * Evidence of successfully planning and implementing curriculum developments * Evidence of leadership skills * Proven ability to work helping improve classroom practice * Ability to build and work with an effective team * Excellent written, verbal and non-verbal communication skills * Ability to work under pressure, meet tight deadlines and pay attention to detail * High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents * Good ICT skills | * Evidence of having had a positive impact in performance management outcomes |
| **Personal Characteristics** | Behaviours | * Patient and persistent * Tactful, respectful and sensitive to the needs of others * Enthusiastic with a positive and optimistic outlook and a sense of humour * Personal attributes: Positive, enthusiastic, tolerant, committed to excellence, respectful, enjoys hard work * Vision aligned with Aylward Academy of high aspirations and high expectations of self and others. * An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour and a commitment to relentlessly implementing these strategies. * A commitment to the responsibility to safeguard and promote the welfare of all students. |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |