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| **VISION** |

Building on our unique local heritage, we will provide a world class British education inspiring all our students to exceed expectations.

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| **SAFEGUARDING STATEMENT** |

The welfare and safety of children who attend the British School Al Khubairat is our paramount concern. We will promote the health, well – being and safety of the pupils in all we do. Our children have the right to protection, regardless of age, gender, ability, race or social background. They have a right to be safe in our school.  BSAK expects all its employees and volunteers to share this commitment. The school recognises and understands its responsibilities to work together in partnership with other agencies both here in the UAE and the UK to help children to grow up in a healthy and safe environment. Appointments are subject to satisfactory checks including the enhanced DBS check, Prohibition check and references**.**

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| **INTRODUCTION** |

BSAK is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including DBS checks.

BSAK is an independent British curriculum school for children aged from 3 to 18 years. The school is a member of IAPS, HMC and COBIS.

We recognise that each and every child is unique and we are committed to ensuring that every child develops to their full potential, creating independent, creative, curious, and confident young people, equipped with the values and skills needed for a successful and rewarding life.

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| **JOB DESCRIPTION** |

**Title Head of Department - HISTORY**

**Report to Assistant Head Teacher**

**Collaborates with Staff/Students**

**Direct Reports History Teachers**

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| **OBJECTIVE OF ROLE** |

The Head of History will play the key role in leading the development of the provision of curriculum and co-curricular History in the Secondary School.

Specific focus is required in the leadership of the following areas:

* the provision of curriculum and co-curricular History with staff across the department
* Development of the KS3 curriculum to integrate the skills necessary for the new specification GCSE and A Level

**JOB PURPOSE:**

* To ensure high standards of student attainment and achievement within the History department and to monitor and support student progress
* Enhance the quality of teaching and learning in the department and wider school through sharing of resources and good practice, lesson observations, learning walks and active participation in continuing professional development
* To be accountable for student progress and development within the History department
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims and policies of the school
* To be accountable for leading, managing and developing the subject/curriculum area, with particular focus on embedding the new GCSE and A Level specifications and modifying the KS3 curriculum in light of these GCSE changes.

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| **KEY RESPONSIBILITIES** |

**MAIN DUTIES AND RESPONSIBILITIES OF ALL TEACHING STAFF:**

* Actively safeguard and promote the welfare of students
* Teach across the full range from Year 7 to Year 13
* Promote excellence in teaching and learning to ensure all students develop to their full potential and are equipped for life beyond school
* Exemplify best practice in own classroom, and share good practice throughout the department
* Take part in the regular review and development of schemes of work, keeping up to date with current educational initiatives with your own subject and beyond, ensuring that excellent practice and high standards of teaching and learning are maintained
* Identify own training needs and attend INSET and disseminate as required
* Plan effectively, ensuring lessons provide pace, motivation and challenge
* Set tasks which are imaginative, interesting and demanding
* Differentiate and extend work as appropriate, working closely with the Learning Support department as required
* Demonstrate good ICT skills
* Follow whole school and departmental policies relating to the marking of students’ work, and the assessment, recording and reporting of students’ attainment
* Maintain a stimulating and meaningful display of students’ work, ensuring that it is regularly updated and relevant to topics being taught
* Run departmental meetings and attend Head of Department meetings as required
* Maintain classroom discipline, employing sanctions when necessary, in accordance with the school behaviour policy
* Take registration, in accordance with whole school policy
* Act as Form Tutor as required, following school policy for the role of the Form Tutor
* Contribute to the planning and teaching of Moral Education and Life Skills (MELS) as required
* Carry out morning break and lunchtime duties as required
* Provide lunchtime and co-curricular activities as required
* Join in with and be supportive of school events and activities generally
* Be prepared to take part in school trips and visits as required
* Cover the lessons of absent staff as required
* Provide work in the case of own absence
* Develop and maintain good relationships with parents and the local community
* Attend parents’ evenings as required
* Undertake any other duties that may reasonably be requested by the Headmaster

**OVERALL RESPONSIBILITIES OF THE HEAD OF DEPARTMENT:**

* to develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
* to be responsible for leadership and management of the department, including effective deployment of staff and physical resources
* to be responsible for the assessment and monitoring of studentl progress in the department, and coordinate appropriate interventions as required
* to contribute to the creation of the school development and action plans, and be responsible for specific aspects of their implementation
* to support the management of departmental review, examination performance analysis and departmental development plans
* to advise the Headmaster on the appointment and deployment of staff in the department
* Provide regular support and supervision of designated staff and undertake their performance reviews, in liaison with the Deputy Head
* Provide induction and lead the professional development of staff in the department as appropriate
* Liaise with the relevant staff on curriculum issues including timetabling
* to coordinate appropriate trips and visits within the department
* to be responsible for the History budget, and ensure that equipment and text books are monitored, maintained and used effectively and with care
* be responsible for CPD in the History department
* be responsible for devising and developing departmental policies in line with whole school policies
* be responsible for the setting and monitoring of improvement targets for History
* ensure the delivery of high quality teaching in the department, monitoring students’ work, and intervening when required
* advise staff and students in the department regarding options’ choices and university applications
* hold regular departmental meetings and provide SLT with minutes of those meetings
* work closely with the Section Heads, Deputy Heads and the Headmaster to ensure that school targets for History are being met

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| **KEY REQUIREMENTS** |

**QUALIFICATIONS**

1. Good honours degree
2. UK Qualified teacher status
3. Masters’ degree (desirable)

**EXPERIENCE**

1. Proven successful experience of teaching across age ranges. Ability to teach A Level is essential
2. Proven successful leadership experience
3. Proven experience of curriculum development and delivery
4. Proven experience of academic leadership
5. Proven commitment to the academic, pastoral, social development and well-being of students

**ABILITIES**

1. To deliver inspirational and informative lessons
2. Excellent and effective classroom management skills
3. Excellent communication skills to enable effective communication with students, parents and colleagues
4. To be able to effectively lead and get the best out of your team
5. To recognise students’ learning needs and to communicate these effectively to other professionals
6. To manage time effectively
7. To drive future development, showing an ability to plan strategically and deliver effectively
8. To lead training when required
9. To work effectively as part of the middle leadership team

**SKILLS**

1. Excellent communication skills at all levels orally and in writing
2. Excellent ICT skills including some familiarity with school management information systems. Knowledge of Google Apps for education is desirable
3. Organised and self-motivated able to meet deadlines and targets

**BEHAVIOURS AND ATTITUDES**

1. All employees are expected to actively promote and demonstrate the school’s values:

* Respect and Inclusion
* Endeavour and Resilience
* Honesty and Integrity
* Empathy and Care

2. Proven competence in working

1. Independently
2. Under pressure

3. An excellent health, punctuality and attendance record

**COMMITMENTS**

1. Commitment to principles and policies of BSAK and understanding of how they apply to teaching and learning
2. Commitment to the community ethos of the school
3. A strong commitment to own continuing professional development