

## **JOB DESCRIPTION**

### **Head of History & TPR from September 2021**

#### **REPORTING TO: The Head**

#### **Job Purpose:**

- To provide strong and inspirational leadership to the History & TPR Departments.
- To provide first class teaching and learning opportunities for pupils.
- To plan, implement and monitor schemes of work, to provide a broad range of opportunities for pupils.
- To celebrate pupils' work through effective displays throughout the department and around the school and regularly update displays/exhibitions.
- To co-ordinate the resources of the History & TPR Department (within pre agreed budget).
- To maintain high levels of communication with parents.

#### **Key Responsibilities:**

- To ensure knowledge and understanding of ISEB 13+ Common Entrance & CASE syllabi and to create a whole school scheme of work which builds towards the successful delivery of ISEB assessment criteria in Year 8.
- (Working with the DoS) to ensure all subject specific documentation is up to date, reflective of current practice and compliant with current ISI regulations.
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge.
- Teach History & TPR to Yrs 4 -8. Teaching a wide range of groups and abilities, ultimately leading to (13+) Common Entrance or (13+) Scholarship level examinations.
- To set tasks for whole class, individual and group work, (including homework) which set appropriate and challenging expectations for pupils' learning, motivation and presentation of work.
- To assess the performance of pupils and record their development, progress and attainment, using this to plan for future learning.
- To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To comply with, and adhere to, agreed whole school policies and the ethos of the school.
- To establish a safe environment that supports learning and where pupils feel secure and confident.
- To promote and safeguard the welfare of children and young people.
- To be responsible for the pastoral care of the pupils in your care.
- To attend staff briefings and staff meetings.
- To attend parent consultation evenings and be enthusiastically available to parents, displaying approachability and professionalism at all times.
- To attend and support whole-school functions.

**Key Responsibilities (continued):**

- To be involved in day and possibly residential trips.
- To cover for absent colleagues.
- To carry out other duties that may reasonably be required by the Head.

**Other Duties and Responsibilities**

- To share any specific areas of expertise which would be beneficial towards the running or development of the school.
- To be an active member of the staff room.
- To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents' evenings, Open Days and INSET days as required by the Head.

**Other:**

- Lunch is provided and Supper if evening duties are required.
- Contributory pension scheme (Teachers' Pension Scheme).
- One year probationary period.

**Personal Specification:**

- Appropriate educational qualifications
- Appropriate teaching qualifications (QTS) and experience
- Experience of teaching relevant age group
- Experience of dealing with parents and staff on sensitive and difficult issues
- Experience of using I.T for educational, administrative and communication purposes.
- Passionate about education and teaching
- Likes children and communicates extremely effectively with them
- Up to date and thorough knowledge of safeguarding issues and legislation

All adults working at Tower House School should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

*Tower House School is committed to safer recruiting and to safeguarding and promoting the welfare of children. All candidates must be willing to undergo child protection screening appropriate to the post including checks with past employers and with the Disclosure and Barring Service.*

*Tower House School is an equal opportunities employer.*