

JOB DESCRIPTION

**SCHOOL: LAURENCE JACKSON SCHOOL**

**POST TITLE: Teacher in charge of History**

**GRADE:**

**REPORTS TO: SLT/ Head of Humanities**

 **MAIN PURPOSE:** To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by Vision Academy Learning Trust and Headteacher of the school.

Be strategically accountable for leading, managing and developing History across both key stages.

To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.

To quality assure the effectiveness of the teaching within the department; developing and enhancing the teaching practice of others.

### TASKS:

**Strategic Direction and Development of the Subject**

• To develop policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.

• To lead the day-to-day management, control and operation of KS3 and KS4 course provision within the department, including effective deployment of staff and physical resources.

• To select appropriate specifications and examination boards in line with school objectives.

• Liaise with the Deputy Head: Quality of Provision, to maintain accreditation with the relevant examination and validating bodies.

• To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, Behaviour Policy, SEN, ICT etc.

• To work with colleagues to formulate aims, objectives and strategic improvement plans (short and long term) for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

• To produce documentation as directed that outlines strengths, areas for improvement, external examination performance analysis and targets for improvement.

• To ensure the effective implementation of quality assurance within the department and produce reports that celebrate good practice, informing future practice and improvement.

• To lead and manage the department to ensure that planned activities reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.

• To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary.

• To use data on student performance to inform policy and practice, target setting, identifying underachieving students, implement targeted intervention and monitor the effectiveness of the subject.

• To represent the department in all matters concerning the curriculum within the school, at Subject Leaders meetings, full staff meetings and to Governors.

**Teaching and Learning**

* To ensure the provision of schemes of work are in line with school policy to ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with Special Educational Needs.
* To provide guidance, to staff in their subject, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.
* To ensure that staff are kept up to date in terms of subject knowledge and skills.
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
* To establish and implement clear policies and practices, in line with school policy, for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement.
* Encourage extra-curricular activities related to the subject.
* To develop effective links with the local community, including primary feeder schools, higher education links, business and industry, in order to extend the subject curriculum, enhance teaching and to develop students’ wider understanding.
* To teach students according to their educational needs, including the setting and marking of work.
* To undertake assessment of students as requested by external examination bodies.
* To ensure a high-quality learning experience for all students.
* To ensure the department makes an effective contribution to the moral, spiritual, social and cultural development of staff and students.
* To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

**Leading and Managing Staff**

* To coach members of staff in order to develop teaching and learning within the department and to enable teachers to achieve expertise in their subject teaching.
* To ensure that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards.
* To work with the SENDCO and any other staff with inclusion expertise, to ensure that work is matched to individual students’ needs.
* Undertake Appraisal Review(s) and act as a reviewer for a group of staff within the designated department.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department by liaising with the Cover Supervisor/relevant staff.
* To participate in the interview process for teaching posts, when required, and to ensure effective induction of new staff in line with school procedures.

**Efficient and effective deployment of staff and resources**

* To ensure the effective and efficient management and organisation of learning resources, including ICT.
* Manage available resources of space, staff, money and equipment efficiently, including deploying the departmental budget, requisitioning, organising and maintaining equipment, and keeping appropriate records
* To work with the SLT in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.
* To ensure that costing and income generated by external events is managed with integrity and used to further develop enriching opportunities in History.

**Pastoral System**

* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* Ensure Behaviour Management systems are implemented in the department so that effective learning can take place.
* To be a Form Tutor to an assigned group of students.
* Promote the general progress and well-being of individual students and of the Tutor Group as a whole.
* To liaise with Pastoral Leaders to ensure the implementation of the school’s Pastoral System.
* To register students and encourage their full attendance to all lessons and registration periods.
* Evaluate and monitor students’ progress and keep up-to-date student records as may be required.
* To alert appropriate staff to problems experienced by students.
* To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
* To contribute to the Pastoral programme, citizenship and enterprise according to school policy.

**General**

* Attend pastoral meetings as required.
* Attend Governors’ meetings as required.
* Uphold and actively support the school’s policies and procedures.
* Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
* Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
* Be aware of and support difference and ensure Equal Opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.