

<b>Post Title:</b>		<b>Head of History</b>
<b>Job Purpose:</b>		<ul style="list-style-type: none"> <li>• To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress</li> <li>• To be accountable for pupil progress and development within the subject area</li> <li>• To develop and enhance the teaching practice of others</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school</li> <li>• To be accountable for the curriculum intent and long-term planning of a curriculum that is aligned with the national curriculum at KS3 and appropriate exam board at KS4.</li> <li>• Lead, manage and develop the subject/curriculum area collaborating with other subject leads</li> <li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department</li> </ul>
<b>Reporting to:</b>		Line manager and Head Teacher
<b>Responsible for:</b>		Teaching staff and other relevant personnel within the department
<b>Working Time:</b>		195 days per year. Full time
<b>Salary/Grade:</b>		MPS/UPS plus TLR 2B
<p><b>MAIN (CORE) DUTIES:</b> <i>The job description below will be developed to suit the skills of the successful candidate</i></p>		

<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>• The day-to-day management, control, and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up pupil progress.</li> <li>• To implement School Policies and Procedures, e.g., Equal Opportunities, Health and Safety etc.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.</li> <li>• To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of pupils within the subject area and the aims and objectives of the school.</li> <li>• 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, via liaison with the Trust Business Manager</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To liaise with the Assistant Head Teacher (Quality of Education) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> <li>• To be accountable for the development and delivery of Subject area subjects.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional, and local levels.</li> <li>• To liaise with the Assistant Head Teacher to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To ensure that the development of subject area subjects is in line with national developments.</li> </ul>

<p><b>Staffing</b></p> <p><b>Staff Development:</b></p> <p><b>Recruitment/ Deployment of Staff</b></p>	<ul style="list-style-type: none"> <li>• To work with the Assistant Head Teacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of the Department's technicians/support staff.</li> <li>• To undertake Appraisal Review(s) and to act as reviewer.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Manager/relevant staff to secure appropriate cover within the department.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's Early Career Framework programme.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To implement School quality procedures and to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the Department's quality procedures meet the requirements of Self Evaluation, School Priorities and School Action Plan.</li> </ul>
<p><b>Management Information:</b></p>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> <li>• To produce reports on examination performance, including the use of SISRA data.</li> <li>• In conjunction with the Assistant Head Teacher (Target Setting and Tracking for Progress) to manage the Department's collection of data.</li> <li>• To provide the Local Governing Body with relevant information relating to the Departmental performance and development.</li> </ul>

<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of pupils.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies, and other relevant external bodies.</li> <li>• To represent the Department's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money, and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising, and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Head Teacher and Assistant Head Teacher (Target Setting and Tracking for Progress), to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of pupils within the department.</li> <li>• To monitor pupil attendance together with pupils' 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.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To contribute to the Personal Development curriculum according to school policy.</li> <li>• To ensure the schools conduct systems are implemented in the department so that effective learning can take place</li> </ul>

<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development, and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To ensure that ICT, Literacy, Reading, Numeracy, and school subject specialism(s) are reflected in the teaching/learning experience of pupils</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high-quality learning experience for pupils which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
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<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Longfield Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a satisfactory enhanced DBS check.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Please note that a copy of the School's Pay Policy is available on the school website.

**PERSON SPECIFICATION  
HEAD OF HISTORY**

**By the time of appointment to this post, essential criteria listed below will have been fulfilled:**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>APPLICATION</b>	E1	Application fully supported by employment references.	R			
	E2	Well-structured supporting letter indicating beliefs, understanding of important educational issues and style of management.	AF			
<b>QUALIFICATIONS</b>	E3	Graduate in relevant subject with Qualified Teacher Status	AF/C	D1	Experience in delivering a range of courses at KS3/4	AF/C
<b>EXPERIENCE &amp; KNOWLEDGE</b>	E4	Good classroom practitioner at KS3 & 4	AF/T/R	D2	Experience of the successful management of change	AF/I/R
	E5	Up to date, excellent knowledge in subject, national and local policy, pedagogy, and classroom practice	AF/I	D3	Experience in the delivery of ITT	AF/I/R
	E6	A record of promoting curriculum development	AF/I	D4	Experience of planning and delivering whole school INSET.	AF/I/R
	E7	Experience of monitoring and evaluating staff and pupil performance	AF/I			AF/I/R

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>PROFESSIONAL DEVELOPMENT</b>	E8	Commitment to CPD in the relevant subject area	AF/I	D5	Evidence of active interest in staff development through appraisal and school improvement planning	I
<b>SKILLS</b>	E9	Ability to communicate effectively in a variety of situations with a range of audiences.	AF/I/R	D6	Ability to coach/mentor, support and challenge staff and pupils	I
	E10	Demonstrable ability to work effectively in a wide range of partnerships to achieve school improvement.	I/R	D7	Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community.	AF/R
	E11	Ability to use ICT effectively in the classroom and to support learning.	AF/T/I			
	E12	Commitment to raising standards and achieving the highest standards of achievement for young people.	R/I			
<b>PERSONAL ATTRIBUTES</b>	E13	Ability to demonstrate enthusiasm and sensitivity while working with others.	I/R			
	E14	A good health and attendance record.	AF/I/R			
	E15	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility.	I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>PERSONAL ATTRIBUTES (Cont.)</b>	E16	Ability to form and maintain appropriate relationships and personal boundaries with children.	I/R			
	E17	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	I/R			
	E18	Suitability to work with young people.	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Teaching exercise
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references.