



HEAD OF HISTORY JOB DESCRIPTION

MAIN TASK

On behalf of the Head, the Head of History will be responsible for the teaching of History from Years 7-11. They will need to be able to demonstrate and deliver excellent teaching, be able to work under pressure within a strong Faculty team, focused towards challenging goals, and have excellent organisational and communication skills.

ACCOUNTABLE

The Head of History will report to the Assistant Head (Academic), and through them to the Head and the Board of Governors.

SPECIFIC RESPONSIBILITIES

Promote excellent teaching and learning of History

- To ensure that all schemes of work differentiate successfully and incorporate a useful bank of resources, including ICT.
- To ensure that all pupil assessments are appropriate.
- To support whole school strategies regarding Teaching and Learning.
- To encourage regular shared best practice, via department/faculty meetings.
- To discuss and employ strategies to engage all pupils in their study of History.
- To ensure that all pupils in Years 10 and 11 are prepared accordingly for the relevant external examinations.
- To have an excellent working knowledge of MidYIS, in order to carry out effective pupil tracking and retrospective examination performance.
- To coordinate History links with Red House Junior School staff.
- To appreciate the ethos of Red House School and promote its values through the work of the History department.

Accountability within the department

- To participate in training, continuous professional development and other learning activities as required, including participation in the School's Performance Management arrangements.
- To drop-in to colleagues' lessons on a regular basis and carry out work scrutinies, as directed by the Assistant Head (Academic).
- To ensure that colleagues are setting appropriate differentiated homework tasks, and that high-quality feedback is given in line with the whole school Marking Policy.
- To offer support for any colleague who is underperforming or who is struggling with any aspect of their teaching role.
- To liaise with parents, as appropriate.
- To liaise with the Senior Management Team (SMT), as appropriate.

Department administration

- To produce and update an annual Department Handbook, which contains:
 - All Schemes of Work.
 - An updated annual Department Development Plan.
 - An external examination analysis of the previous year's examination results.
 - All department policies, e.g. assessment, marking, differentiation, etc.

- To record separately:
 - Any lesson observations, learning walks, work scrutinies, and appraisals.
 - Ensure all relevant teaching and learning data has been uploaded onto the relevant software.
- To attend and chair meetings, which include:
 - Regular History department meetings – chair.
 - Half-termly Faculty meetings – attend.
 - Twice yearly INSET training sessions – attend.
 - Twilight training sessions - attend.
 - Termly Academic meetings – attend.
 - Occasional meetings with the Head, Assistant Head (Academic) or with Governors – as required.
- To adhere to any other internal deadlines imposed by the Examinations Officer and the Assistant Head (Academic), e.g. GCSE examination entry returns, updates of target grades.
- To manage the History department budget and make recommendations in order to maintain and develop curriculum provision.

Marketing and Promotion

- To market the History department to relevant stakeholders, at Open Days, Twilight Tours, GCSE option events, and careers advice within the curriculum.
- To lead on Open Day preparation for the History department, including the organisation of pupil helpers and activities.
- To liaise with and assist the Head of Marketing and the Assistant Head (Academic) in the production of promotional materials including, but not limited to, curriculum booklets for Years 7-9 and the Year 9 GCSE options booklet.
- To liaise with and assist the Head of Admissions with admission queries, as appropriate.
- Where appropriate, liaise with Junior School colleagues to enable cross campus links, thereby selling the senior school to our younger pupils.

Planning, Development and Coordination

- To set challenging Teaching and Learning objectives which are relevant to all pupils' in their classes.
- To use Teaching and Learning objectives to plan lessons and sequences of lessons showing how this will assess pupils learning.
- To select and prepare resources, and plan for their safe and effective organisation, considering pupils' learning needs, with the help of support staff, where appropriate.
- To plan for the deployment of any support staff who are contributing to pupils' learning.
- To plan opportunities for pupils to learn in out of school contexts.
- To develop strategies for the use of History to promote new teaching methods and improve learning throughout the School and monitor their effectiveness in raising standards of Teaching and Learning.

Monitoring and assessment

- To make appropriate use of the School's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives.
- To use monitoring and assessment information to improve planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils' as they learn.
- To involve pupils' in reflecting on, evaluating and improving their own performance and progress.
- To assess pupils' progress accurately against appropriate standards.
- To identify and support pupils with differing levels of ability and those experiencing emotional and social difficulties.
- To record pupils' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
- To report on pupils' attainment to parents, as appropriate.

Teaching and Class Management

- To have high expectations of pupils' and build successful relationships centred on Teaching and Learning.

- To establish a purposeful learning environment, where inclusivity and diversity are valued, and where pupils' feel safe, secure and confident.
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils' in their age range.
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To differentiate teaching to meet the needs of pupils of all ability ranges to help them make good progress.
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.
- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with the School Behaviour Management Policy to anticipate and manage pupils' behaviour constructively and promote self-control and independence.
- To use ICT effectively in the delivery of Teaching and Learning.
- To provide homework and other out-of-class work, which consolidates and extends work carried out in the class and encourages pupils to learn independently.
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning.

GENERAL RESPONSIBILITIES

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the School's Strategic Development Plan.
- Contribute to the School's programme of co-curricular activities.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the School's performance management process.
- Adhere to all School policies and the Staff Code of Conduct.
- Attend meetings and contribute to the wider community of the School in ways which may be required by the Head and the Board of Governors.
- Undertake other reasonable duties related to the job purpose required from time to time.
- Share pastoral concerns on a need to know basis with other members of staff via CPOMS.
- Support members of staff in maintaining firm but fair discipline, where necessary liaising with Form Tutor/Key Stage Coordinators/Heads of Years/Deputy Head, before contacting parents.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.