

## Job Description

### Head of Department

#### History

##### Duties

The duties outlined in this job description are in addition to those covered by the School Teachers' Pay and Conditions Document. It may be modified by the Headteacher following consultation at a later date.

##### Job Purpose

To provide professional leadership and management for the History Department within the Humanities Area of Learning.

To support the 4 core purposes of learning.

To be accountable for high standards of achievement for all pupils in History.

To provide support and challenge to members of the History Department to ensure high standards in the quality of teaching and learning.

To ensure the efficient and effective management of resources.

To provide a significant and sustained contribution to whole school improvement.

##### Learning Outcomes

###### Standards and Wellbeing

- To be accountable for standards at key stage 3 and 4, providing the History Department, the Area of Learning Coordinator and the Headteacher or link Deputy Headteacher with accurate evaluations of assessment data;
- to use records effectively to track pupils progress and intervene if necessary;
- to ensure that all pupils have appropriate and challenging attainment and or achievement targets, and to ensure that these targets are met;
- to identify individuals and groups of pupils for support or intervention strategies;
- to ensure that the learning needs of all groups of pupils are identified and met including MAAT pupil; those with ALN; those with emotional and behavioural problems; those pupils whose attendance causes problems with learning, etc.;
- to promote and ensure that literacy, numeracy and digital competence skills are progressively developed throughout the subject;
- to ensure that pupils make progress in bilingual skills, appropriate to the context of the subject; and
- to provide a safe and stimulating learning environment and that risks are properly assessed.

## Provision

### Teaching, assessment, care support and guidance, learning environment

- To promote effective teaching, learning and assessment amongst all staff in the History Department and within humanities;
- to ensure that the 4 purposes of learning are followed , with curriculum continuity across key stages;
- lead staff in the creation, implementation and improvement of schemes of work;
- work with the ALNCo to identify the needs of individuals and groups of pupils and to use IEPs to plan to meet pupils' needs;
- to ensure progression in ICT, numeracy and literacy skills for all pupils;
- implement the school policy for assessment reporting and recording and to ensure that marking and assessment is consistent across the History Department and within the area of learning;
- to provide reports for all pupils which are clear; consistent and set out targets for improvement;
- to maintain and develop in all staff, their subject specialist knowledge and their knowledge of up to date teaching methods and literacy, numeracy and ICT strategies;
- to act as a role model for colleagues in order to model excellent classroom practice and a positive ethos in the subject;
- use the rooms allocated for History to create a stimulating learning environment;
- to create opportunities for pupils to have enrichment activities through History; and
- to contribute towards improving the whole school learning environment by displaying pupil work.

## Leadership

### Strategic direction; the impact of leadership; meeting national and local priorities

- To provide leadership and management for the Department, which is effective in promoting and sustaining, high quality provision and standards;
- to secure the commitment of the team through effective leadership;
- to participate in calendared professional development meetings as required;
- to chair weekly meetings and encourage distributive leadership through the agenda;
- to communicate the outcomes of subject meetings through minutes which are discussed with the area coordinator, the link Deputy Headteacher/Link Governor;
- to lead the monitoring and evaluation of standards of attainment and standards of teaching, through rigorous use of first hand evidence; identifying areas for improvement; implementing support strategies if needed;
- to ensure that the outcomes of evaluation contribute towards development planning;
- to regularly monitor and evaluate pupil outcomes against target levels or grades; to challenge and support staff to ensure all pupils achieve their potential;
- to review and evaluate the end of key stage data with the area of learning coordinator and Headship Team and the Governing Body;
- performance management arrangements are effectively undertaken, to monitor the outcomes of targets set on standards and provision;
- CPD needs are coordinated across the subject
- all NQT staff are appropriately supported and monitored;
- to support and promote the inclusion and development of trainee teachers;

- participate in the selection of new staff within the History Department;
- to work with the Headship Team to plan the deployment of staff to achieve whole school improvement objectives;
- to make a contribution towards whole school developments; and
- be accountable for the effective deployment of resources in History.

Line management of the following staff

Additional staff within the History Department

Additional staff who teach Humanities

Teaching Assistants

Accountable to

Area Coordinator Humanities

Deputy Headteacher/ Headteacher