

## **Job Description for Head of Department (History)**

Job Title:	Head of History
Main Function:	Professional leadership and management of the Department to secure high-quality teaching, effective use of resources as well as the highest standards of learning and progress for all pupils. To this end, they will possess excellent organisational skills, while at the same time being able to inspire pupils and their colleagues.
Hours:	3 days a week (potential for additional hours depending on other specialisms the candidate may be able to offer)
Reporting Line:	Assistant Principal Academic

### **Main Duties**

- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum in history, in accordance with the aims of the College.
- Leading and managing the department.
- Monitoring the quality of teaching and learning within the department including via lesson observations, work scrutiny and performance management meetings to ensure that all pupils are given the opportunity to make the best possible progress.
- Ensuring the delivery of all elements of the history course, including ensuring appropriate schemes of work are in place and that they are delivered effectively, and also reviewed and revised regularly.
- Ensuring structures and systems are in place to enable effective monitoring and tracking of pupils' progress.
- Maintaining up-to-date records of attendance, assessment, planning, reports and communication with parents.
- Staying at the forefront of developments in the teaching of history and in education generally, and encouraging innovation in and beyond the classroom.
- Promoting creativity and a growing sense of independence amongst pupils.
- Organising GCSE entries with the Examinations Officer.

- Holding regular departmental meetings where teaching and learning best practice is discussed.
- Keeping records of departmental meetings.
- Preparing and being responsible for the annual departmental budgets.
- Fostering a growth mindset ethos and love of learning by coordinating, and participating in a range of departmental extension and enrichment activities for pupils in all year groups, including, but not limited to, the running of educational trips, and internal clubs and events.
- Participating in the wider school programme of co-curricular activities and supporting other members of the department in the same.
- Ensuring smooth transition between the junior school and senior school, recognising that the College is an all-through school.
- Identifying individual professional development needs and supporting departmental colleagues in their professional development.
- Ensuring the departmental rooms are kept up-to-date and are a stimulating learning environment.
- Ensuring that all Health and Safety requirements within the department are implemented.
- Attending staff meetings and INSET, being in the College on GCSE results day, teaching at least one Easter revision session per year and leading three after school activities per week (prorated). All staff are expected to be on site until 5pm each working day.

## **Responsibilities**

- Following Shoreham College policies and specifications.
- Maintaining high standards of pupil behaviour within Shoreham College in accordance with the College policies.
- The welfare and safety of each child in the class.
- A willingness to participate in the wider life of the College including being a form tutor and joining one of the Houses.

## **Qualification**

- Qualified teacher status.

## **Skills and experience**

- Specialist teacher of History with a good honours degree, and excellent teaching skills.
- Able to demonstrate high order organisation and administrative skills and be adept in the use of ICT.
- An enthusiastic, committed and motivated contributor to the wider activities of the Department and the College.
- An individual who is able to work independently as well as in a supportive team.
- Totally dedicated to their profession and of the highest integrity.