



STONE LODGE
SCHOOL

Head of History

Salary: MPS/UPS (incl London Fringe allowance)

Plus competitive TLR





Job Description

Job Title **Head of Department – History**

Salary **MPS – UPS3 plus competitive TLR**

Responsible to: **SLT Line Manager**

Overall Job Purpose

It is the responsibility of all our teachers to contribute to creative and responsive schemes of work and to deliver high-quality teaching and learning opportunities to students of all abilities, thereby improving student outcomes in all key stages. As Head of Department you will be responsible for:

- Raising standards of student attainment and achievement within the whole curriculum area and to monitoring and supporting student progress.
- Developing and enhancing the teaching practice of others.
- Ensuring 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.
- Leading, managing and developing the subject/curriculum area.
- Managing and deploying teaching/support staff, financial and physical resources within the department effectively to support the departmental development plan.

MAIN DUTIES

Operational/ Strategic Planning

- To develop and review syllabuses, resources, schemes of work, feedback practices, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management and operation of curriculum provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- To work with colleagues to formulate aims, objectives and strategic plans 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 ensure that policies and practices throughout the Department are in-line with trust and national requirements and are updated where necessary.

Curriculum

- To ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme which complements the school's vision and aims.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area including teaching practice and methodology.
- To undertake an appropriate programme of teaching.

Staff Development:

- To work with Senior Leaders to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance:

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning strategies.
- To identify and implement change and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of the school's vision and aims.
- To produce an annual examinations analysis and department review as part of the school's accountability and evaluation cycle.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To analyse and evaluate performance data provided and take appropriate action in response.

Communications:

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the school's vision and aims.
- To ensure effective communication/consultation as appropriate with the parents of students.

- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.
- 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.

Management of Resources:

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including managing the department budget.
- To work with the designated member of SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To monitor students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship, enterprise and other cross-curricular developments according to school policy.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To engage in the performance review process and continuous professional development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. 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.

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 applicants.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> ▪ Qualified Teacher Status (secondary) ▪ Good Honours degree 	<ul style="list-style-type: none"> ▪ NPQML/ equivalent
Experience and skills	<ul style="list-style-type: none"> ▪ A proven track record of success in raising achievement ▪ Ability to teach up to A level within own specialism ▪ Substantial successful teaching experience across the 11-18 age range 	<ul style="list-style-type: none"> ▪ Ability to offer another subject ▪ Desire to lead an extra-curricular activity
Knowledge and skills	<ul style="list-style-type: none"> ▪ Ability to demonstrate and recognise expert teaching ▪ Coaching and mentoring skills ▪ Ability to analyse and evaluate data to inform action and department development planning ▪ Ability to monitor and evaluate performance, through curricular quality assurance ▪ Assessment methodology and effective formative assessment strategies ▪ Ability to lead, inspire, develop, manage and support a team of colleagues ▪ The ability to raise standards of attainment and achievement within the subject area ▪ Understanding current relevant educational issues/initiatives ▪ Excellent communication skills ▪ Excellent subject knowledge and awareness of current and emerging developments ▪ High expectations of students and the ability to ensure that all students' needs are met ▪ The ability to build positive relationships with colleagues, students and parents ▪ Ability to use technology effectively as a management tool. ▪ Ability to prioritise and use time effectively 	
Special aptitudes	<ul style="list-style-type: none"> ▪ Demonstrates behaviours that inspire and motivate others ▪ Communicates effectively with a range of audiences ▪ Be high profile and accessible around the department and school ▪ Celebrates excellence and challenge poor performance ▪ Fosters an open, fair, equitable culture and manage conflict ▪ Challenges, influences and motivates others to attain high goals ▪ Prioritises, plans and organises themselves and others ▪ Committed to the protection and safeguarding of children and young people and the raising of standards for all in the pursuit of excellence ▪ Committed to an ethos of inclusion, equal opportunities with a willingness to promote spiritual, social, moral and cultural development 	