

+ Job Description



+ Job Title: Head of History

+ Responsible to: Director of Faculty

+ Main Purpose of the role:

- To promote and ensure the highest standards of teaching and learning in the department, leading to excellent results and outcomes
- To provide effective strategic leadership and management of the department

+ Main Responsibilities

Main Responsibilities/accountabilities:

- To monitor, evaluate and coordinate all aspects of teaching and learning in the department, including intervention and individual support for students as required
- To take overall responsibility for the work of the individuals with delegated roles in relation to the delivery of History and government and politics
- To guide, advise and develop individual teachers in the department
- To liaise and work productively with the Director of Faculty
- To implement the school systems of monitoring and performance and development review within the department, including meeting with teachers to discuss their performance, progress and continuing professional development needs
- To observe colleagues at work and to encourage the evaluation and sharing of good practice
- To produce the timetable allocation for the department
- To co-ordinate all matters related to external exam entries for History
- To be responsible for the provision of academic enrichment and extension and the co-curricular programme for the department
- To report as necessary on the performance, work, and progress of students, the department, and departmental colleagues
- To ensure that students' work is inspected, moderated and discussed with subject teachers in line with school quality assurance processes

- To organise and lead regular departmental meetings and professional development at which the quality of teaching and learning is the principal focus
- To establish and maintain positive and effective working relationships with parents, colleagues, and students
- To participate in departmental interview processes and appointments
- To ensure that departmental schemes of work are designed to promote and support high quality teaching and learning, including the integration of a wide variety of resources and the embedding of technology for learning
- To role model and promote the values of GSAL among colleagues and students
- To promote good behaviour and a positive ethos among students and to provide a clear lead on discipline and effective use of rewards and sanctions within the department
- To promote a culture of self-improvement within the department
- To take a role in having difficult conversations with students, parents and colleagues
- To meet with parents as and when required

Job activities:

- Monitor and assess the specification suitability, course content, and teaching and learning methods for A-Levels and GCSEs offered within the department, and develop them in line with wider school objectives and initiatives
- Analyse students' achievements and levels of attainment as a result of internal assessments and external examinations, and coordinate suitable interventions
- Co-ordinate the production and development of suitable schemes of work, internal exams and progress tests
- Produce and regularly update a department handbook and departmental development plan to support the quality of teaching and learning
- To support the Director of Faculty in ensuring the implementation of school policy at departmental level, including the school's health and Safety, and other employment related policies
- Evaluate, monitor, and set targets for the overall progress of the department including participation in an agreed system of departmental review
- Attendance at regular meetings, as required by the Principal and Senior Deputy Head (Academic)
- Manage departmental resources and budget in an efficient and impactful way, including responsibility for the fixtures and fittings of the departmental area and classrooms
- Evaluate new resources and introduce as appropriate
- Make arrangements for absent colleagues to set work and, when necessary, ensure work is set on their behalf
- Coordinate curriculum-based trips and co-curricular opportunities
- Liaise with Primary School to ensure smooth progression of curriculum provision
- Ensure a commitment to school health and safety procedures including being responsible for departmental risk assessments.

(In addition to the above there are duties and responsibilities set out in the job description for a general teacher and a form tutor)

General:

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal
- All colleagues employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
- All colleagues should be aware of the school's health and safety policy and implement it as appropriate

Person Specification

+ Qualifications & attainments

1. Strong A-levels and a good degree in history or an appropriately related subject
2. A PGCE or equivalent

+ Experience & knowledge

3. Excellent subject knowledge
4. Excellent pedagogical knowledge, including up-to-date knowledge of educational practice and thinking
5. The ability to lead the teaching of History across the senior school age range (11-18)
6. The ability to set high standards in the classroom whilst having a good rapport with the students
7. The ability to set, mark and report on students' work on a regular basis so that effective feedback is given, and to ensure this is the case throughout the department
8. Confidence with technology and its effective application in teaching and learning in History
9. The ability to contribute effectively to pastoral life at GSAL
10. The ability to contribute effectively to GSAL's co-curricular programme
11. Up-to-date knowledge of educational practice and issues

+ Skills & qualities

12. The skills and qualities expected of an excellent classroom practitioner
13. The skills and desire to develop the department, and the ability to motivate colleagues to embrace development

14. The ability to assess and review course content and teaching methods, and to modify and successfully implement change where necessary
15. The ability to lead, inspire, and positively support teachers in the department
16. A willingness and ability to effectively observe, assess and report on the performance of students, the department, and departmental colleagues in line with school policies and protocols
17. The ability to relate to and empathise with colleagues, pupils and parents, and to develop trusting and respectful relationships with them
18. A desire to stretch and support all students through careful lesson preparation and a willingness to coordinate and offer extension classes and revision sessions
19. The ability to communicate effectively, orally and in writing, to a range of audiences
20. A high level of organisational and planning skills with the ability to investigate, solve problems and make decisions

+ Values & ethos

21. A commitment to professional development as a leader and teacher
22. A commitment to the professional development of colleagues in the department
23. A commitment to achieving the highest academic standards across the department
24. A commitment to an involvement in pastoral responsibilities and co-curricular activities
25. A willingness to lead and to participate fully in the department's co-curricular programme
26. A willingness to contribute to the corporate life of the school
27. A supportive understanding of the ethos of independent education