

Job Description

Post Title: Subject Leader of History

Purpose:

- To develop and lead on the vision, and development of history.
- To lead on raising standards of student progress and attainment within history.
- To be responsible for the line management of a number of colleagues in History
- To support development and enhancement in the teaching practice of others.
- To assist in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying history, in accordance with the vision of the 5 Dimensions Trust and the curricular policies determined by the Governing Body and Head of School.
- To effectively manage and deploy teaching/support staff, financial and physical resources across the faculty area to support the designated curriculum portfolio.

Reporting to: Deputy Principal for Teaching and Learning/ Assistant Principal for Curriculum

Responsible for: Teaching staff and other relevant support staff within the faculty.

Liaising with: Head of School, Deputy Principals, Assistant Principals, subject leaders, other schools within the 5 Dimensions Trust, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents and Governing Body.

Working Time: 195 days per year. Full time

Disclosure level Enhanced

Main Core Responsibilities

Operational/ Strategic Planning

- To significantly exceed national benchmarks for attainment and progress across all key stages and demographic of student.
- To create and implement a three-year strategic development plan that drives rapid improvement where milestones are aspirational and measurable, and reviewed annually.
- To work closely with the Deputy Principals, Assistant Principals and the Head of School on the vision, marketing and on-going development of history.

To lead the development of appropriate curricula, syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies across history.

Lead on the day-to-day management, control and operation of course provision of mathematics, including effective deployment of staff and physical resources.

To actively monitor and follow up student progress, working closely with the Senior Leadership Team.

To assist in the implementing of School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.

Formulate aims, objectives and strategic plans for both history and other related programmes which have coherence and relevance to the needs of students and to the vision, aims, objectives and strategic plans of the Academy.

To lead and manage the planning functions and to ensure that the planning activities reflect the needs of students within the subject areas and the aims and objectives of the Academy.

To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the departments are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

To work with the SEND team, More Able Coordinator, Vocational Educational Champion, Data Services to ensure specific targets and match work well to students' needs.

Curriculum Provision and Development:

To liaise with the Assistant Principal for Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/School Evaluation.

To be accountable for the development and delivery of relevant subjects.

To support curriculum development across history.

To keep up to date with national developments in history, particularly at Key stage 4 and 5, other related subjects as well as teaching practice and methodology

To deliver a curriculum that develops skills and knowledge that is progressive from Key Stage 3 to Key Stage 5.

To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

To liaise with the exams officer to maintain accreditation with the relevant examination and validating bodies.

To ensure that the development of history reflects local, national and international cultural development.

To support the provision of careers within history.

Staffing

To work with the Head of School and Deputy Principal, Assistant Principals to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

To plan and deliver subject-specific CPD to the history team.

To undertake Performance Management Review(s) and to act as reviewer staff within the English department.

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the departments liaising with the Data Manager/relevant staff to secure appropriate cover within the department.

To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

To promote teamwork and to motivate staff to ensure effective working relations.

To actively seek and develop colleagues to embark upon teacher training, supporting them in their ECT year and beyond.

Quality Assurance:

To embed the whole-school quality assurance systems.

To work with the Senior Leadership Team to establish the process of the setting of targets within the team and to work towards their achievement.

To support the establishment of common standards of practice across the team and develop the effectiveness of teaching and learning styles in the same.

To contribute to the school procedures for lesson observation, learning walks and work scrutiny.

To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.

To seek/implement modification and improvement where required.

To ensure that the department's quality procedures meet the requirements of self-evaluation and the strategic vision.

Management Information: Working with Subject Leaders and others

To lead subject meetings and briefings

To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.

To make use of analysis and evaluate performance data provided.

To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

To produce reports within the quality assurance cycle for the departments.

To produce reports on examination performance, including the use of value-added data.

In conjunction with the Data Manager to coordinate, moderate and evaluate the department's collection of data.

Communications:	<p>Ensuring that all members of the department deliver the aims and objectives of the academy and 5 Dimensions Trust.</p> <p>To ensure effective communication/consultation as appropriate with the parents of students.</p> <p>To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</p> <p>To represent the department views and interests.</p>
Marketing and Liaison:	<p>To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</p> <p>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.</p> <p>To actively promote the development of effective subject links with external agencies.</p>
Management of Resources:	<p>To assist in the management the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</p>
Pastoral System:	<p>To assist in the monitoring and support the overall progress and development of students across the department.</p> <p>To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</p> <p>To assist in ensuring that the behaviour management system is implemented in the department so that effective learning can take place.</p> <p>To assist in ensuring that the praise and rewards system is in place.</p>
Teaching:	<p>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</p>
Additional Duties:	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</p>

Other Specific Duties:

To continue personal development as agreed.

To engage actively in the performance review process.

To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile does not form part of your contract of employment.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: March 2023