



Job Title: Head of Department – History

Salary: MPS, UPS & TLR 2

We're an ambitious school, with a strong sense of belonging and creativity at the heart.

Responsibilities/expectations

- Will have a secure knowledge and understanding of the subject they are trained to teach, a knowledge and understanding at a standard equivalent to degree level.
- Meet the core standards for teachers outlined in the Teachers Standards, Code of Conduct and Glebe Farm School Teaching and Learning Expectations.
- Teach students based on curriculum guidelines within the required subject area(s).
- Assist in the development of appropriate schemes of work and resources.
- Contribute to the School/Faculty development plan and its implementation.
- Contribute to the ethos of the Trust and individual School and uphold it on a day-to-day basis.
- Make appropriate use of a range of monitoring and assessment strategies to evaluate students' progress towards planned learning objectives and use this information to improve their own planning and teaching.
- Ensure the highest standards of quality and apply the most up to date teaching methods.
- Engage actively in the Trust's performance appraisal process.
- Ensure the effective/efficient deployment of classroom support.
- Implement the Trusts assessment and marking policy, meeting deadlines as required.
- Track student data and progress and use this information to inform teaching and learning.
- Communicate effectively, professionally and regularly with parents.
- Set high expectations for students' behaviour and establish a clear framework for classroom discipline to anticipate and manage students' behaviour constructively, and promote self-control and independence, applying the Behaviour Management policy consistently.
- Use ICT effectively in teaching and learning.
- Attend Open Evenings, Crew consultations and parents evening as directed.
- Encourage student participation in lessons and other School related activities.
- Attend and participate in meetings to support the effective running and administration of the school.



Pastoral system

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- Act as a Tutor to an assigned group of students, monitoring the progress of each student and highlighting issues to parents and other members of staff where necessary.
- Register students, accompany them to assemblies, encourage full attendance and participation in all aspects of School life.
- Contribute to PSHE programme and ensure lessons are planned as appropriate.
- Collaborate with parents, careers, guardians, support workers and other professionals to safeguard and ensure the educational welfare of statemented students who may have special educational needs
- Provide educational and social guidance to students and/or signpost them to specialist areas of advice when needed.

Other duties

- Play a full part in the life of the school community, supporting its ethos and encouraging other staff and students to follow this example.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Comply with the School visits and trips policy, completing all relevant documentation.
- Undertake any other reasonable duties as specified by the Headteacher.

Safeguarding and personal and professional conduct

All staff are required to follow published statutory guidance and the School's Child Protection and Safeguarding Policy at all times and to share in the corporate commitment to promoting the safety and welfare of pupils.

In addition to a thorough understanding of safeguarding procedures, staff are expected to demonstrate consistently high standards of personal and professional conduct.

This job description is not intended to be comprehensive. It will be reviewed regularly and may need to be modified



PERSON SPECIFICATION (SKILLS, QUALIFICATIONS, COMPETENCE LEVEL ETC)

E –

Essential D

- Desirable

Qualifications/Education	<ul style="list-style-type: none"> • Qualified to degree level with full QTS (E) • Evidence of relevant further education and professional development (D)
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Knowledge/Experience	<ul style="list-style-type: none"> • Accurate and up to date knowledge of issues in teaching and learning including learning styles, assessment for learning and examination specifications in a chosen subject. (E) • ICT literate (E) • An ability to use data to understand target setting and track student progress/apply appropriate intervention (E) • Excellent communication and inter personal skills (E) • Ability to plan, prioritise, delegate, organise self and work with others in a team. (E) • A reflective practitioner (E) • Keen to develop 21st century learning platforms within the subject. (D)
Technical/Business Skills/Ability/Training	<ul style="list-style-type: none"> • Knowledge of Bromcom management systems
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> • Excellent attendance and punctuality (E) • Enthusiasm, personal dynamism and determination (E) • Ability to manage the often conflicting demands of teaching (E) • Ability to be creative and innovative (E) • Commitment to professional standards, quality and continuous improvement (E) • An excellent classroom practitioner (E) • Commitment to upholding the School's Safeguarding and keeping children safe policies (E)



- Adhere to Teachers' Standards (England) at all times (E)