

Job Description

Job title: Head of History (0.5)

Reports to: Headmaster

This is an exciting opportunity to work in a growing department within the School. Durlston School is a school that continues to evolve and develop, and the role offers the right candidate a chance to be part of a hugely committed and enthusiastic staff team, and the opportunity to put their own stamp on the History department across KS3 and KS4.

Main Tasks and Responsibilities

Overview

The post is suited to an experienced teacher who will lead and develop History within the School. The position demands high professional standards and excellent subject knowledge. History is an important part of the KS3 curriculum and a popular option at GCSE.

This is a fantastic opportunity to lead a department in a fun, forward-thinking School which is committed to academic excellence, development of staff, and innovative teaching and learning strategies, within an ethos of outstanding pastoral care and co-curricular provision to ensure the best possible educational and school experience for pupils.

The role may include acting as a tutor: mentoring tutees; allowing tutees to build effective and supportive working relationships with groups; and getting to know each pupil as an individual. There is also the opportunity to contribute to the extracurricular provision in the School. This could be in the form of involvement in sports, a Duke of Edinburgh-type award scheme, drama, music or any other of the activities the School offers. Preferences for involvement in this area of the School and/or as a tutor should be expressed within a covering letter.

In addition to the standard job description for a Teacher, the following are in relation to the role of Head of History (KS3 and KS4).

Teaching & Learning

- To teach History across KS3 and KS4 as arranged by the Deputy Head Academic, within a **0.5 teaching contract**.
- To prepare and teach lessons in accordance with the relevant curriculum and GCSE specification.
- Monitoring and ensuring effective planning and delivery of lessons across the department.
- Overseeing and coordinating the creation of high-quality schemes of work and resources for KS3 and KS4.
- To plan and teach lessons ensuring that there is variety, challenge and measurable progress in pupil learning, and that differentiated activities are provided, where appropriate, to ensure learning is accessible to all.
- To liaise with other Heads of Departments, the Deputy Head Academic and the Headmaster as appropriate.
- Ensuring the use of, and monitoring the effectiveness of, a range of teaching strategies which enable all pupil groups to access the curriculum, including those supported by our Lighthouse (SEND Department).
- To expect and promote high standards of behaviour.
- To set and mark homework in accordance with school and department policy.
- To keep up-to-date records of pupil progress.
- To contribute to the strategic development of the department.
- To attend Section and staff meetings as requested by Headmaster.

- To attend other academic events as requested by the Headmaster or other members of the Senior Leadership Team.
- Contributing to whole school discussions and initiatives in teaching.
- Ensuring relevant regulatory frameworks are communicated and upheld in teaching (e.g. H&S standards).
- Leading departmental and contributing to whole school discussions and initiatives in teaching.
- Keeping abreast of national developments in teaching, notably for History at KS3 and GCSE.
- Supporting pupils for academic scholarships, where appropriate, or entrance to other schools.
- Promote a culture of independent learning and enable all pupils to achieve their full potential.
- Regularly and consistently review pupils' acquisition of knowledge and understanding.
- Intervene efficiently and effectively to promote and accelerate pupil progress.
- Plan for the needs of all, particularly those who have SEND and disadvantaged pupils, and effectively deploy classroom support staff where applicable.
- Monitor and support the overall progress and development of pupils.

Assessment and Feedback

- Developing, implementing and monitoring the effectiveness of a wide range of internal, ongoing assessments to monitor, track and support pupil progress.
- To attend Parents' Evenings and communicate effectively with parents, displaying an approachable and professional appearance and attitude at all times.
- Providing and monitoring the communication of assessment and feedback to parents effectively (verbally and in writing).
- Contributing to department and whole school discussions and initiatives in assessment and feedback.

Continuing Professional Development

- To attend INSET and seek opportunities for CPD in consultation with the Head of Department and Deputy Head Academic.
- Engaging in ongoing professional development, both within the School's formal programme and independently, to support the continuing development of the department.
- Using effective self-evaluation of subject knowledge, teaching, leadership and management to inform ongoing professional development.

Resource Management

- Administrative tasks, recording of meetings and key academic documentation, as directed by the Senior Leadership Team.
- Responsibility for the departmental budget and for ordering and maintaining academic resources.

Co-Curricular

- Ensuring the department offers high-quality co-curricular opportunities for pupils, such as clubs, enrichment, competitions, lectures, visits and trips (as appropriate).
- Becoming personally involved in the school's co-curricular programme.

Upholding Wider School Values

- Ensuring the values of the School, including its commitment to kindness, are embedded in all areas of professional practice.

Child Protection

Durlston School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Durlston. The post holder's responsibility will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.

Person Specification

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Essential / Desirable

Qualifications / Skills

Essential

- A good honours degree in History or a closely related subject
- Qualified teacher status (QTS)
- Evidence of continuous personal and/or professional development

Desirable

- Post-graduate qualification
- Ability to teach another-subject (e.g. Geography, RS, Business Studies)

Experience

Essential

- Successful teaching experience of History at KS3 and KS4, including GCSE teaching
- Recent experience of successfully delivering GCSE History
- Delivering highly effective teaching and learning in the classroom
- Using a wide range of assessment and feedback strategies accurately to enable pupil progress
- Using ICT to support teaching and learning
- Working with all pupil groups (more able, SEND, EAL)
- Upholding the Teacher Standards
- Understanding and complying with safeguarding regulations, policy and practice
- Contributing to the co-curricular life of their department and school

Desirable

- Experience of marking GCSE History exam papers for awarding bodies
- Experience of the relevant GCSE exam board specification used by the School
- Evidence of improving pupil outcomes beyond their own classroom (internally or externally assessed)
- Working collaboratively to deliver and/or lead highly effective teaching and learning beyond own classroom
- Having had a positive impact on improving pupil outcomes for specific pupil groups (more able, SEND, EAL) beyond own classroom

Skills

Essential

- Excellent teaching
- Excellent assessment and feedback
- Highly effective, professional use of ICT
- Highly effective communication (with pupils, parents and colleagues), both verbally and in writing
- The ability to work successfully in teams
- The ability to work successfully under pressure

Desirable

- Highly effective support, mentoring and development of colleagues
- Monitoring pupil progress beyond their own classroom against prior achievement and similar groups nationally

Health

Essential

- Good general state of health

Personal qualities

- A “people person”
- Enthusiastic and positive
- Excellent organisational skills
- Excellent communication skills
- Suitability to work with children and young people
- Approachable
- Dynamic
- Sensitive and a good listener
- Dedicated and loyal
- Friendly
- Articulate
- Courteous and polite to all
- Discreet
- Efficient
- Punctual
- Team player
- Flexible and adaptable
- Sense of humour
- Smart appearance
- Commitment to continuous review and improvement