



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Head of Department, History

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

To be responsible for raising the standards of attainment for all students in History, through a well-planned curriculum and high standards of teaching and learning. To uphold the values of the Hessle Academy and the principles of ethical leadership in all interactions with colleagues, students and parents.

Core accountabilities:

1. Responsibility for standards of attainment and progress
2. Responsibility for strategic development
3. Responsibility for staff and staffing
4. Responsibility for student achievement and welfare
5. Responsibility for resources

Key Tasks

Responsibility for standards of attainment and progress

- Ensure that all students follow a well-planned and strategically-intentioned curriculum which challenges and inspires students to develop a thirst for learning
- Ensure that the quality of learning is the focus for all work in History, supporting the implementation of whole school improvements to teaching and learning
- Ensure that appropriate targets for student attainment and progress are met in line with performance indicators (school and national)
- Maintain accurate and comprehensive records of student progress
- Report on student progress to internal and external groups, including senior leaders in school and, on request, to Governors/Trust
- Consistently evaluate the quality of education within History using a wide range of strategies to collect evidence, including student voice and work scrutiny
- Implement intervention strategies as appropriate to ensure all students make progress towards their targets
- Ensure that assessment procedures in History are robust, follow agreed school policy to support student learning and achievement and are used consistently by all staff
- Ensure that appropriate data and information is prepared for examination and test entries in good time

Responsibility for strategic development of department

- Play an active role in communicating and embedding the agreed vision for History within the school
- Liaise with SLT Link as agreed to plan and develop the History Department

- Conduct an annual review of the curriculum keeping abreast of, and implementing, school and national initiatives
- Update and publish annually, schemes of learning and curriculum plans for each year group ensuring appropriate differentiation of material for Most Able and SEN students
- Ensure the integration of school policies into schemes of learning and monitor delivery by all staff
- Evaluate and report on the impact of all improvement activities on teaching and learning
- Produce, cost and implement an annual Development Plan for History that is in line with the core priorities of the School Development Plan
- Ensure all students have access to an appropriately challenging and supportive enrichment programme
- Be proactive in seeking out best practice internally, from within the Consortium Academy Trust as well as externally.
- Engage in development opportunities and contribute to a high performing team

Responsibility for department staff

- Maintain personal expertise in History and share it with others
- Act as a role model of good classroom practice for other teachers by being effective and proactive in implementing high quality teaching and learning
- Plan the deployment of staff expertise to achieve school improvement objectives in the most effective way including appointment of new staff as appropriate
- Monitor and evaluate standards of teaching and learning, identifying areas for improvement. Undertake, in line with school policy, appropriate lesson observations of colleagues within the department
- Plan and implement strategies to improve teaching and learning, where needs are identified
- Support the development needs of all staff in the History area and target CPD as appropriate
- Induct, support and monitor new staff in the curriculum area
- Have full consideration for staff well-being and developing morale

Responsibility for students in the department

- Ensure that the work of the department is stimulating and engaging to all students
- Provide for the learning needs of all students through appropriate differentiation for SEN and More Able
- Liaise with Learning Support through the SENCO to ensure support staff are deployed efficiently and that resources are used effectively
- Maintain a safe and productive learning environment for all students, dealing with discipline issues following the school's Behaviour, Discipline and Rewards policy to avoid disruption to learning
- Seek opportunities to develop the behaviour management skills of the staff
- Instil a sense of pride, worth and achievement

Responsibility for resources in the department

- Use the accommodation available to create an effective and stimulating environment for the teaching and learning of the subject with available resources. Plan future development
- Monitor use of History teaching areas to ensure a high standard of condition is maintained reporting defects as appropriate
- Be responsible as the Budget Holder for the learning resources allocation for the department. always Administer the budget to ensure the principles of best value and that resources are deployed to meet the teaching and learning needs of the department
- Ensure the annual audit of all equipment is undertaken and any irregularities are investigated.
- Ensure the asset register is kept up to date by liaising with the appropriate support staff
- Contribute to the school health and safety file as appropriate

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Core Purpose of a Teacher

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of The Consortium Academy Trust will be expected to comply with the

DPA when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

As a member of staff of The Trust

- Role model of the Trust's Values:
 - **Aspiration:** We are ambitious, we aim high for ourselves and for others and we believe that we can make a real difference
 - **Respect:** We respect ourselves and each other. We respect our diverse environment and community
 - **Integrity:** We are honest with ourselves and each other. We do things for the right reasons
 - **Responsibility:** We take responsibility for everything we do and see mistakes as an opportunity to improve and to get things right next time.
- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Degree/Equivalent in relevant subject
- PGCE/Equivalent
- Commitment to continue own personal development

Experience, Knowledge and Skills

Essential

- Effective experience as teacher or trainee teacher
- Experience as teacher or trainee teacher in the role of form tutor
- Good understanding of the National Curriculum in History and recent changes
- Good understanding of curriculum developments in History
- Potential to contribute to the development of course
- Good organisational and interpersonal skills
- Good ICT skills

Desirable

- Ability to teach across the key stages
- Experience of assessment of students' progress in History
- Experience of use of History through business, research or industry

Values and Personal Competencies

- The desire to convey interest in History to young people
- Commitment to safeguarding and promoting the welfare of children and young people
- Team focused with the ability to work independently and take initiative.
- Committed to the values and vision of the Trust
- Resilience and confidence to speak truth to power
- Strong morals, ethics and sound judgement
- Committed to equality, diversity and inclusion
- Achieving goals through influence
- Committed to the Nolan principles
- Good Health record and sense of humour