



JOB DESCRIPTION:	Subject Leader - HISTORY
GRADE:	MPS/UPS + TLR 2b £5,648
RESPONSIBLE TO:	Assistant Headteacher
RESPONSIBLE FOR:	Leadership & Management of the History Department

MAIN PURPOSE OF ROLE:
<i>The post holder will responsible for organising and directing the leadership of the History Department to deliver outstanding teaching and outcomes.</i>
Achievement and Standards
<ul style="list-style-type: none"> • Ensure that at all key stages, student performance is good or better. • Monitor progress against targets and devise appropriate intervention strategies to address under performance. • To design assessment to monitor the progress of students in History to include suitable mock examinations and marking in accordance with school policies. • Quality assure all delivery of History qualifications to ensure highest possible achievement for all students. • The preparation of lists of candidates entering external examinations. Monitoring of procedures required by Examination Boards, liaison with colleagues responsible for all aspects of external and internal examinations.
Teaching and Learning
<ul style="list-style-type: none"> • The post holder is responsible for the organisation of the History curricula. • Research the most effective methods of teaching of all students including specific advice on the most able and on SEN students. • The continual evaluation of the aims, content and methods of teaching and learning and their revision when curriculum development or changing social and educational circumstances make it appropriate. • Ensuring the Department area can interpret and follow school policy in all areas. • Maintain an up to date knowledge of best practice in outstanding teaching and learning • Ensure the needs of all learners and the Carnforth School community are reflected in any proposed development • To ensure the OFSTED priorities for teaching and learning are addressed
Behaviour and Safety
<ul style="list-style-type: none"> • Monitor health and safety matters within your areas of responsibility and ensure they adhere to the school's Health and Safety Policy. • Be responsible for the management of allocated resources to ensure they are maintained to a high standard. • Be highly visible and assertive in management of behaviour.

Headteacher: Mr Tim Iddon

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- Ensure praise is meaningful and timely.
- Ensure all school policies on behaviour and safety are fully embedded.
- Safeguarding and Promoting the Welfare of Students by following the all school guidance on safeguarding and Child protection.
- Offer support to colleagues in managing student behaviour.
- Liaison with SEN Coordinator about the teaching of pupils with learning difficulties.
- Answering parental queries and interviewing parents if required (and completion of Interview Report forms for the appropriate pastoral staff).

Leadership and Management

- To continuously aspire to develop, improve and embed the progress of students at Carnforth High School.
- Take responsibility for the Performance Management of staff as directed by the Headteacher.
- Attend Subject Leader meetings.
- Ensure equality of opportunity for staff and students.
- Report to the Headteacher and the delegated Line Manager in accordance with school procedures.
- To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.
- Holding departmental meetings at least half-termly in order to consult departmental staff. Creating minutes in accordance with the school pro-forma for them.
- Supervision of the work of departmental staff, both teaching and (where appropriate) non-teaching. This includes any or all of the following: observation of lessons and the provision of written feedback; monitoring of the teaching programme or other programmes of work; monitoring of exercise books and/or other work done by students including formal assessments; evaluation of assessment results; supervision of reports on students including with regard to general school reports ensuring that they are completed on time and that the comments are accurate and acceptable.
- Oversight of the work of ECTs and trainee teachers working in the department and writing appropriate reports on their work for the coordinating school tutor/mentor.
- Delegation of specific tasks to members of the department provided that they do not conflict with individual job descriptions or general conditions of service.
- Identifying the needs of both the department and individuals within it and preparing short and long term plans of action which take into account and inform the School Improvement Plan and Annual Action Plan. Reviewing these plans whenever appropriate or when requested by the Headteacher.
- Implementing the post-OFSTED Action Plan drafted by and for the department.
- At regular intervals discussing with members of the department their individual needs e.g. broadening of expertise within subjects (staff development) and extra responsibilities which might be linked to their career aspirations (professional development).
- Providing information for staff references when requested by the Headteacher.
- Providing work for classes within the department if it has proved impossible for an absent member of staff to do so.
- Involvement in all procedures for the appointment of departmental staff.
- Advising the Headteacher, or whomever is constructing the timetable, on the allocation of departmental staff and rooms to teaching groups.

- Advising the Headteacher of financial requirements.
- The allocation and control of financial resources within the Department and liaison with the Business Manager and Headteacher on all spending of capitation.
- The establishment of a written procedure for teaching and (where appropriate) non-teaching staff for care and maintenance of books, equipment and other departmental stock.
- To be responsible for the care of rooms for departmental teaching.
- To be responsible for arranging for suitable and refreshed displays in rooms and adjacent corridor areas, ideally to include some student work.
- Implementation of the Health and Safety policy and COSHH regulations and the reporting of any contravention of these or other hazards to the Business Manager.
- Liaison with the departmental Link Governor and attendance at any meetings of Governors if it is requested.
- Writing the departmental report for the Annual Report for the Governing Body.
- Production of a report on department standards following each data capture, highlighting areas for development.
- Involvement in staff working parties and Whole School Self Evaluation exercises as requested by the Headteacher.
- Providing information on the department for all school documentation for parents and students.
- The above job description may need to be amended from time to time to meet additional needs arising from changed circumstances. This will be done after consultation and any changes will be commensurate with the TLR payment attached to the position

Wider School effectiveness

- Demonstrate a commitment to take a leading role in the wider school community
- To grow and promote the History Department beyond the School day and site.
- Have a tutor group, with all the duties that entails.