



Sidcot School

Job Description and Person Specification

Head of History Department

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Title</p>	<p>Head of History Department</p>
<p>Summary of the role</p>	<p>Provide professional leadership of the History Department and implement and ensure the deliverance of high quality teaching to students, which provides students with the opportunity to achieve their individual potential whilst guaranteeing internal and external quality standards.</p>
<p>Line management responsibility</p>	<p>Teachers of the History Department</p>
<p>Safeguarding requirements</p>	<ul style="list-style-type: none"> Engage in regulated activity relevant to children Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
<p>Duties and Responsibilities</p>	
<p>Line management duties and responsibilities overview</p>	<ul style="list-style-type: none"> Accountability: responsible for decisions made and actions taken. Change management: assist staff to navigate their way through change. Knowledge management: develop a consistent way of disseminating knowledge firstly through your team and subsequently through the School. Organisational evolvment: help grow the School through decision making and planning. Performance targets/modification of behaviour: work with staff to achieve their best in accordance with the culture of the School.
<p>Teaching</p>	<ul style="list-style-type: none"> Identify and adopt the most effective teaching methods which will stimulate learning appropriate to student needs and the demands of the syllabus.

	<ul style="list-style-type: none"> • Work with colleagues to promote the stretch and challenge of all students, including the most able. • Ensure a high-quality learning experience for students which meets internal and external quality standards. • Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required. • Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. • Undertake assessment of students as requested by external bodies, departmental, faculty and school procedures. • Prepare and update subject materials. • Maintain discipline in accordance with the School's procedures and encourage good practice regarding punctuality, behaviour, standards of work and homework. • Ensure the health and safety of students and undertake risk assessments as appropriate. • Provide extra-curricular opportunities throughout the School to allow students to gain self-improvement at all ability levels. • Meet the Teachers' Standards as appropriate. • Undertake such other comparable duties as the Headmaster requires from time to time.
<p>Communication</p>	<ul style="list-style-type: none"> • Communicate effectively with members of SLT and SMT as appropriate • Communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations. • Where appropriate, communicate and co-operate with persons or bodies outside the School.
<p>Operational and strategic planning and operational management</p>	<ul style="list-style-type: none"> • Plan and prepare courses and lessons. • Assist in the process of curriculum review, development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's strategic objectives. • Assist in the review of methods of teaching and programmes of work. • Responsible for implementing the strategic development of all aspects of the History Department in the School. • Take part in, and lead when required, departmental and whole school staff development programmes. • Manage the process of the ordering and allocation of equipment and materials. • Manage the supply of relevant curriculum resources and maintain the efficient and effective use of resources.

Marketing	<ul style="list-style-type: none"> • Take part in marketing activities such as open days. • Contribute to the development of effective subject links with external agencies.
Staff management and Staff Development	<ul style="list-style-type: none"> • Lead and manage the department’s staff, ensuring the terms of the School’s staffing policies are applied consistently and fairly within the department. • Lead and manage arrangements for further training and professional development for the department’s staff. • Participate in the School’s further training and professional development. • Engage actively in the School’s performance management process • Lead and manage the performance management / appraisal and review process for the department’s staff. • Continue personal development in relevant areas including subject knowledge and teaching methods. • Ensure the department’s staff are made aware of the staff policies when applicable and understand their entitlements, ensuring that any requests are considered sensitively and dealt with reasonably and as a matter of urgency. • Responsible for the health and safety of the department’s staff. • Complete relevant and accurate information relating to the department’s staff. • Assist with the recruitment of the department’s staff. • Ensure the effective and efficient deployment of classroom support.
General duties	<p>A general contribution to the work of the rest of the school across the ability and age range is expected. There is considerable emphasis on “extra-curricular” activities at Sidcot, and some day, evening and weekend duties are required from all main professional grade teachers. All staff are expected to offer at least one extra-curricular club, society or activity, and to undertake some evening duties, as well as a share of the weekend duty and activity responsibilities (currently the equivalent of nine blocks of four hours per year each for full time staff, subject to review). Main professional grade teachers will have a tutorial group and a share of cover arrangements for absent colleagues. These duties are included in the Sidcot salary scale and they are carried out pro rata by part time staff.</p>
Remuneration	<p>Remuneration is offered at an appropriate point on the Sidcot pay scale, commensurate with qualifications and experience. Salary is paid pro rata for part-time teachers. This role attracts a Management Allowance and remitted time in recognition of the leadership responsibility.</p> <p>Subject to meeting the School’s standard admissions criteria, staff may also benefit from fee remission for their children at Sidcot Junior School and Sidcot School.</p>

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Graduate in a relevant discipline • Qualified Teacher Status (or equivalent qualification/experience) • Additional qualifications appropriate to this role 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Other professional qualifications/further professional studies/research as relevant to the post 	<ul style="list-style-type: none"> • Applicant’s certificates • Discussion at interview • Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Relevant teaching experience 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of the pastoral care of students • Experience of leading students in extra-curricular activities • Teaching experience in other subject areas • A previous successful leadership role • Experience of leading an initiative to improve progress • Experience of successful implementation of curriculum planning or assessment 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

		procedures	
Skills, abilities and competencies	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Strong effective classroom management skills • Ability to uphold all school policies effectively, consistently and fairly • Ability to work well in a team • Highly organised and motivated • Ability to inspire and motivate staff and students • Ability to meet deadlines and targets set by managers • Ability to use data and strategic information to raise student achievement • Ability to apply ICT in order to enhance teaching and learning 	<p><i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Proven leadership skills • Ability to lead on wider school initiatives/projects 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent subject knowledge • Knowledge of effective teaching 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Other relevant training, for example in safeguarding, careers education, etc 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

	strategies and pedagogy eg. AfL		
Attitude and behaviours	<p><i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Strong interpersonal skills and self-awareness adapting to situations with particular reference to children • Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • A willingness to engage fully in the extra-curricular life of the School • A willingness to develop and support new initiatives 	<p><i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Extra-curricular interests and a willingness to share them. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references