CURRICULUM LEADER OF HISTORY – JOB DESCRIPTION

POST TITLE
Curriculum Leader of History

CORE PURPOSE
To raise standards of student attainment and achievement within History and to support with the monitoring and student progress across the Curriculum Team.
To be accountable for student progress and development within the History Curriculum Team.
To develop and enhance the teaching practice of others.
To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the History Curriculum Team, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Head Teacher.
To be accountable for leading, managing and developing the History Curriculum Team.
To effectively manage and deploy teaching/support staff, financial and physical resources within the History Curriculum Team and to support the designated curriculum portfolio.

RESPONSIBLE TO
Humanities Curriculum Team Leader

RESPONSIBILITY FOR
Teaching staff and teaching assistants

LIASING WITH
Head/Leadership Team, other Section Heads, Student Support Services and relevant staff with cross-school responsibilities, teaching/support staff, LA representatives, external agencies and parents.

WORKING TIME
195 days per year. Full time.

SALARY/GRADE
TMS +TLR 2b

MAIN (CORE) DUTIES:

Operational/Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the curriculum team. This will include exploring the use of curriculum opportunities to engage and raise aspirations of all students.
- The day-to-day management, control and operation of course provision within the curriculum team, including effective training and deployment of staff and physical resources.
- To actively monitor and evaluate student progress, ensuring that appropriate intervention strategies are being deployed and the impact monitored.
- Fully participate in raising achievement and progress meetings alongside senior and middle leaders.
- To implement School policies, for example Equal Opportunities, Health and Safety etc.
- To work with colleagues and formulate aims, objectives and strategic plans for the curriculum team, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the curriculum team and to ensure that the planning activities reflect the needs of the students within the curriculum team and the aims and objectives of the School.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the curriculum team are in line with national requirements and are updated where necessary, therefore, liaising with the School’s Health and Safety Manager.
Curriculum Provision:

- To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the programme/subject areas within the Curriculum Team.

Staff Development:

- To work with the Humanities Curriculum Team Leader and the Leadership Team to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.
- To monitor the impact of learning and teaching within History and share judgements with teachers as necessary.

Recruitment/Deployment of staff:

- To be responsible for the efficient and effective deployment of the Curriculum Team support staff.
- To act as reviewer for a group of staff within the Curriculum Team.
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Officer/relevant staff to secure appropriate cover within the Curriculum Team.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the School’s ITT and SCITT programmes.
- To be responsible for the day-to-day management of staff within the Curriculum Team and act as a positive role model.

Quality Assurance:

- To ensure the effective operation of quality control systems.
- To complete rigorous monitoring and evaluation activities.
- To undertake robust, supportive and challenging Performance Development for all members of the Curriculum Team.
- To establish the process of target setting within the Curriculum Team and to work towards their achievement.
- To establish common standards of practice and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the Curriculum Team.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the Curriculum Team.
- To monitor and evaluate the Curriculum Team in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/Implement modification and improvement where required within the Curriculum Team.
- To ensure that the Curriculum Team’s quality procedures meet the requirements of Self-Evaluation and the School Development Plan.

Management information:

- To ensure the maintenance of accurate and up-to-date information concerning the Curriculum Team on the management information system.
- To make use of analysis and evaluation of performance data provided.
- To identify and take appropriate action of issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Curriculum Team.
- To produce reports on examination performance, including the use of value added data.
- To manage the Curriculum Team’s collection of data, in conjunction with the relevant Leadership Team member.
- To provide the Governing Body with relevant information relating to performance and development.

Communication:

- To ensure that all staff within the Curriculum Team area are familiar with its aims and objectives and the Curriculum Team’s improvement plan.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the Curriculum Team’s views and interests.
Marketing and Liaison:

- To contribute to School liaison and marketing activities, i.e. the collection of material for press releases.
- To lead the development of effective Curriculum Team links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the programme/subject areas within the Curriculum Team at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective Curriculum Team links with external agencies.

Management of resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the Curriculum Team’s budget; acting as a budget holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the Leadership Team in order to ensure that the Curriculum Team’s teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral system:

- To monitor and support the overall progress and development of students within the Curriculum Team.
- To help monitor student’s attendance together with the students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to the Tutor Programme, Morals and Ethics, PSHE and Enterprise according to the School Policy.
- To ensure that Behaviour Management procedures within the school & Curriculum Team is implemented so that effective learning can take place.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To model excellence in learning and teaching.
- To provide opportunities for the sharing of good practice, such as peer coaching.

Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Other specific duties:

- To continue personal development as agreed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above
- To comply with the School’s Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

April 2016
Curriculum leader of History – PERSON SPECIFICATION

EXPERIENCE

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Degree or equivalent qualification</td>
<td>Previous experience of a leadership role in school</td>
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<td>Qualified teacher status</td>
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<td>Proven record of raising standards and pupil achievement</td>
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<td>Proven record of outstanding classroom practice</td>
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<td>Clear understanding of leadership and management in a secondary comprehensive school</td>
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<td>Knowledge and understanding of school self-evaluation</td>
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<td>Experience of using modern technologies to engage and motivate young people</td>
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<td>A record of improving the classroom practice of other colleagues.</td>
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SKILLS

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<td>Excellent oral and written communication skills</td>
<td>Well-developed ICT skills</td>
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<td>Ability to establish a positive presence in the school</td>
<td>Experience of liaising with local media to promote events</td>
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<td>Ability to prioritise, plan and organise themselves as well as others</td>
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<td>Track record of setting and achieving ambitious, challenging goals and targets</td>
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<td>Ability to lead and work in a large Curriculum Team with a clear strategic vision</td>
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<td>Ability to inspire, challenge, motivate and empower others to carry the vision of the school and Curriculum Team forward</td>
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<td>To be pupil focused in all regards</td>
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<td>To develop positive and mutually supportive working relationships with all colleagues</td>
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<td>To promote History through the full range of extra-curricular opportunities and community events</td>
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<td>To build positive relationships with parents</td>
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<td>To use the potential of creativity and expressiveness to enhance and enrich the whole school curriculum</td>
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<td>To be able to model and demonstrate the very best pedagogical practice</td>
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## PERSONAL ATTRIBUTES

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<tr>
<td>A genuine reflective practitioner</td>
<td>Aspire to a senior leadership role in a school/potential for future promotion</td>
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<td>Belief in the responsibility of a school to include pupils with a diverse range of educational needs</td>
<td>Good networker with outside partners</td>
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<td>Ability to demonstrate sound judgement and make considered decisions</td>
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<td>Able to respond positively to pressure</td>
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<td>Well-developed sense of proportion and humour</td>
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<td>To be solution, not problem focused</td>
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<td>To be a 'team player'</td>
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<td>Is highly credible and can model excellent leadership behaviours</td>
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## ADDITIONAL FACTOR

Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.