

Penryn College

Kernick Road, Penryn, Cornwall, TR10 8PZ

Tel: 01326 372379

Email: vacancies@penryn-college.cornwall.sch.uk

Website: www.penryn-college.cornwall.sch.uk

Head Teacher: Mr P Walker



Post Title:	HEAD OF HISTORY
Salary/Grade:	Classroom Teachers' Pay Scale plus TLR 2A (£2,873)
Working Time:	Full-Time, as specified within the STPCD
Reporting to:	Head of Humanities/SLT Link
Responsible for:	Departmental Staff, Teaching Assistants and the provision of a full learning experience and support for students.
Liaising with:	Headteacher, Leadership Team, teachers and support staff, LEA representatives external agencies and parents.
Disclosure:	Enhanced DBS
Purpose:	<ul style="list-style-type: none">• To raise standards of student attainment and achievement within the whole school curriculum area and to monitor and support student progress.• To be accountable for student progress and development within the department.• 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 faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.• To be accountable for leading, managing and developing the department.• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Teaching:	<ul style="list-style-type: none">• To undertake an appropriate programme of teaching in accordance with the duties of Head of Department.• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.• To ensure the ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.• To undertake a designated programme of teaching.• To ensure a high quality learning experience for students, which meets internal and external quality standards.• To prepare and update subject materials.• To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus.• To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.• To mark, grade and give written/verbal and diagnostic feedback as required.

Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department. • The day-to-day management, control and operation of course provision within the department including effective deployment of staff and physical resources. • To actively monitor and follow up student progress. • To implement School Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH. • To work with colleagues to formulate aims, objectives and strategic plans of the school. • Foster and oversee the application of ICT in the department, including the development of materials for Open Learning. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
Curriculum Provision:	<p>To liaise with the Head of Faculty and SLT link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.</p>
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole department. • To keep up to date with national developments in the department area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Faculty and SLT link to maintain accreditation with the relevant examination and validating bodies.
Staffing:	<ul style="list-style-type: none"> • To work with the Staff Development Officer to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the faculties technicians/support staff. • To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated faculty. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure efficient 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 programme. • To ensure the effective efficient deployment of classroom support. • To be responsible for the day-to-day management of staff within the faculty and act as a positive role model.

<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the faculty and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the school procedures for lesson observation. • To implement school monitoring procedures and to ensure adherence to those within the department. • To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
<p>Management Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • To make use of the analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the monitoring cycles for the department. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the relevant person to manage the Department's collection of data. • To provide the Governing Body with relevant information relating to the faculty's performance and development.
<p>Communications & Liaison:</p>	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • 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 department's views and interests. • To lead the development of effective subject links with partner schools and the community, planning or attending where necessary liaison events in school and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community. • To actively promote the development of effective subject links with external agencies.
<p>Management of Resources:</p>	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the SLT link in order to ensure that the departments teaching commitments are efficiently time-tabled and roomed.

Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department. • To monitor student attendance together with 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 act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHE/Citizenship and Enterprise according to the school policy. • To ensure the Behaviour Management system in the department so that effective learning can take place.
Form Tutor Duties:	<ul style="list-style-type: none"> • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To monitor and support the overall progress and development of students within the tutor group and ensure plans are place to support any other underachievement. • To offer care and support to students in all aspects of their academy life and prepare them for adult life; • To develop an understanding and knowledge of each student as an individual. • To enable students to play an active role in all aspects of the school's tutorial and PSHE programme; and To undertake all administrative tasks to ensure the smooth day-to-day running of the school.
Other Specific Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the college in meeting its legal requirements for worship. • To promote actively the college's corporate policies. • To contribute to study support programmes to offer students the chance to participate and develop excellence. • To continue personal development as agreed. • To comply with the college's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. • To be aware of and work in accordance with the college's child protection policies and procedures in order to safeguard and promote the welfare of children and 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.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in the job description.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and teaching standards.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signatures:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed:
(Teacher)

Dated:
(Teacher)

Signed:
(Headteacher)

Dated:
(Headteacher)

Prepared by: Penryn College
Date: March 2019