



Penryn College



Application Pack Head of History

**Classroom Teachers' Pay Scale
plus TLR 2A (£3,214).**

Full-Time, as specified within the STPCD.



Penryn
College

"Achieving through Challenge"

February 2024

Dear Applicant

We are looking for a dynamic, committed and enthusiastic Head of History. The successful candidate will teach History with RE at Key Stage 3 and History and non-examined RE at Key Stage 4.

The successful candidate will enjoy leading and teaching in a supportive and well-resourced faculty and must be prepared to contribute fully to the faculty's development. This includes leading the History department, being accountable for GCSE results, developing the curriculum, creating differentiated GCSE History lessons and revision resources, amending KS3/4 History schemes of work, improving literacy and reading, decreasing the DAP and gender gaps and essentially inspiring pupils through their love of the subject.

The successful candidate will have excellent classroom practice, be committed to high standards of learning and student progress with the energy and vision to build on current progress and have ambitions for themselves and our school.

This is a full time, permanent position to start in September 2024 with a TLR2A (£3,214)

The closing date for completed application forms is Friday 8th March . Interviews will be held on Monday 18th March.

Please return completed application forms, along with a covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to HR Office, Penryn College, Kernick Road, Penryn, Cornwall, TR10 8PZ.

Yours faithfully

Gemma Ohly
HR Manager

Headteacher:

Tamsin Schouten

Kernick Road, Penryn,
Cornwall, TR10 8PZ

01326 372379

secretary@penryn-college.cornwall.sch.uk

www.penryn-college.cornwall.sch.uk

Department Information

Head of History



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The Humanities Faculty requires a committed and enthusiastic teacher to Lead the History department, teach History at Key Stages 3 and 4 as well as some RE at Key Stage 3/ non-exam RE at Key Stage 4.

The History and RE departments sit alongside Geography in the Humanities Faculty, under the leadership of the Head of Humanities who is also the Head of Geography. The faculty is comprised of 8 members of staff that teach History and RE and 5 members of staff that teach Geography. Some are full time and some are part time. Some staff have additional leadership responsibilities across the school.

The current curriculum is designed to inspire and engage, laying the foundations on which KS4 knowledge and skills will be built. In keeping with the topical and dynamic nature of the subject we continually seek to adapt and create new material. History and RE are taught in blocks across years 7 and 8 and as separate subjects in year 9; with students starting the full course RE GCSE in year 9. Department classrooms have SMART boards and all students have iPads.

In Year 7 topics include: What are the big questions in Christianity? (RE), Migration and Settlement (History), Medieval Britain (History), Who was the Buddha and what did he teach? (RE), The Reformation (History), How can people express the spiritual through the arts? (RE) and Elizabeth I's problems (History).

In Year 8 topics include: Why do Christians believe Jesus was God on earth and what was so radical about him? (RE), The Industrial Revolution (History), How are Sikh teachings on equality and service put into practice today? (RE), Empire and slave trade (History), What is good and challenging about being a Muslim teenager? (RE), and World War One (History).

In Year 9 History topics include: World War Two, Hitler and the Holocaust, The USA home and abroad with a focus on The Cold War and Civil Rights in America followed by the GCSE topic on Medieval and Renaissance medicine. In Year 9 RE topics include: Why don't Hindus want to be reincarnated and what do they do about it? and two GCSE topics on Crime and Punishment and Human Rights and Social Justice.

At GCSE History is a popular subject option. We study the Edexcel specification and the topics are: Medicine in Britain 1250 - present for the Thematic Study, Early Elizabethan England 1558-1588 as the British Depth Study, The American West 1835-1895 as the Period Study and Weimar and Nazi Germany, 1918-39 as the Modern Depth Study. Results are good and most pupils achieve at, or above, their predicted grades. However, we are currently focussing on improving the progress made by our lower prior attaining students. There is also a well-established and popular international trip to Germany for Year 11.

At GCSE, RE is also a popular option. Students have the choice of topping up their compulsory RE in order to take the full GCSE exam. The RE department follow the AQA exam board and have chosen Hinduism and Christianity as their religions. Results again are very strong, especially with the top sets that complete the course and sit the GCSE exams in year 10 as a 'fast track' RE group.

We look forward to welcoming a new member staff who can lead the department and is able to develop and share innovative ideas in a successful and enthusiastic department.

Liz Westhead
Head of Humanities

Job Description

Head of History



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Post:

Head of History

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.

Working hours:

Full-Time, as specified within the STPCD.

Salary:

Classroom Teachers' Pay Scale plus TLR 2A (£3,214).

Disclosure:

Enhanced DBS

Purpose:

- Raise standards of student attainment and achievement within the whole school curriculum area and to monitor and support student progress.
- Be accountable for student progress and development within the department.
- Develop and enhance the teaching practice of others.
- 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.
- Be accountable for leading, managing and developing the department.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Teaching:

- Undertake an appropriate programme of teaching in accordance with the duties of Head of Department.
- 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.
- Assess, record and report on the attendance, progress, development and attainment of students and to 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.
- Ensure the ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students, which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.

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Head of History



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Operational/Strategic Planning:

- Lead the development of appropriate curricula, resources, units 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 online 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:

- 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.

Curriculum Development:

- Lead curriculum development for the whole department.
- Keep up to date with national developments in the department area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the Head of Faculty and SLT link to maintain accreditation with the relevant examination and validating bodies.

Staffing:

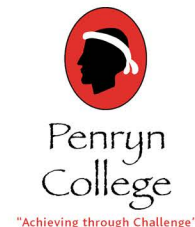
- Work with the Staff Development Officer to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Be responsible for the efficient and effective deployment of the faculty's support staff.
- Undertake Professional Review(s) and to act as reviewer for a group of staff within the designated faculty.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department.
- Participate in the interview process for teaching posts when required and to ensure efficient induction of new staff in line with school procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the school's ITT programme.
- Ensure the effective efficient deployment of classroom support.
- Be responsible for the day-to-day management of staff within the faculty and act as a positive role model.

Quality Assurance:

- Ensure the effective operation of quality control systems.
- Establish the process of the setting of targets within the faculty and to work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- Contribute to the school procedures for lesson observation.
- Implement school monitoring procedures and to ensure adherence to those within the department.
- Monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

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Head of History



Management Information:

- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Make use of the analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the monitoring cycles for the department.
- 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.
- Provide the Governing Body with relevant information relating to the faculty's performance and development.

Communications and Liaison:

- Ensure that all members of the department are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate, with the parents of students.
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- Represent the department's views and interests.
- 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.
- Actively promote the development of effective subject links with external agencies.

Management of Resources:

- 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.
- Work with the SLT link in order to ensure that the departments teaching commitments are efficiently time-tabled and roomed.

Pastoral System:

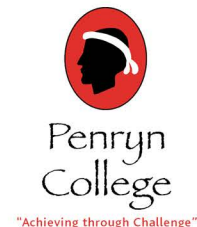
- Monitor and support the overall progress and development of students within the department.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- Contribute to PSHE/Citizenship and Enterprise according to the school policy.
- Ensure the Behaviour Management system in the department so that effective learning can take place.

Form Tutor Duties:

- Act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- Monitor and support the overall progress and development of students within the tutor group and ensure plans are place to support any other underachievement.
- Offer care and support to students in all aspects of their academy life and prepare them for adult life;
- Develop an understanding and knowledge of each student as an individual.
- Enable students to play an active role in all aspects of the school's tutorial and SMSC programme; and to undertake all administrative tasks to ensure the smooth day-to-day running of the school.

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Head of History



Other Specific Duties:

- 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.
- Contribute to a study support programme to offer students the chance to participate and develop excellence.
- Support the college in meeting its legal requirements for worship.
- Promote actively the college's corporate policies.
- Continue personal development as agreed.
- Comply with the college's Health and Safety Policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified by STPCB not mentioned in the above.
- 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 College 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 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.

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)

Person Specification

Head of History



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Person Specification	Essential	Desirable	How Identified
Qualifications You will have these:	Qualified Teacher Status. Good Honours degree in a relevant discipline.	Evidence of continuing personal and professional development	Application Form
Background & Experience You will have these:	Capacity and ability to lead the History Department. Experience of leading and developing other people. A commitment and ability to fulfil the role of tutor. Current experience of teaching at KS3 & KS4. Experience of teaching History.	A minimum of 3 years teaching/education experience. Ability and willingness to contribute to the teaching of an additional subject. Experience within more than one school. Proven ability to gain excellent results with good value added.	Application Form and References
Professional Knowledge & Understanding You will have these:	The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching and learning routed in high levels of engagement and achievement for all pupils.	The future potential of ICT to aid teaching and learning of the subject.	Selection Process
Skills You will:	Have the ability to create a rich and safe learning environment for all pupils by: <ul style="list-style-type: none"> - establishing high expectations and promoting exciting purposeful learning, - implementing effective classroom management and organisation, - establishing high quality extra-curricular and performance opportunities. Have the ability to inspire, motivate and lead children and adults. To have the ability and commitment to contribute to extra-curricular activities. Communicate effectively and work as part of a team.	Set standards and provide a role model for pupils and other staff in the teaching and learning of History. Ability to take on numerous roles within a team to enable it to function efficiently. Think creatively and imaginatively to anticipate and solve problems and identify opportunities.	Selection Process and References
Personal Qualities You have:	A passion for engaging students in History. The personal skills to work as an effective member of a team within the Humanities department. Energy, enthusiasm and the ability to demonstrate initiative and independence on a daily basis. A sense of proportion and an excellent sense of humour. An awareness, understanding and commitment to the protection and safeguarding of children and young people.	Ambitious and have a clear personal career path and development strategy. Able to work well under pressure. Interest in all areas of History. Adopt a reflective approach towards professional decision making.	Selection Process and References
Attitude You should:	Value the education of every student. Be committed to equal opportunities. Promote a positive image of the school. Give time to individuals and groups outside the classroom. Have a rigorous and positive view of Behaviour Management.		Selection Process