



Head of History

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.	
Summary of the role:	To lead and oversee the further development of this thriving Department, where results at GCSE and A Level are consistently high.
Department:	<p>We have 9 members of staff, some of whom also teach Politics.</p> <p>It is a strong and successful department which aims for, and consistently achieves, high results in public examinations.</p> <p>For GCSE we use the CIE exam board and we cover 20th century International Relations, and the German Depth Study, 1918-1945.</p> <p>For A-Level we use the OCR exam board. We offer students two options: Modern History, or Medieval and Early Modern. In the former option we cover From Pitt to Peel: Britain 1783-1853; The Cold War in Asia 1945-1993; and Russia and its Rulers 1855-1964. In the latter we cover Anglo-Saxon England and the Norman Conquest; The Crusades and the Crusader States 1095-1192; and Tudor Rebellions 1485-1603.</p> <p>The Department runs a History Society for our Junior pupils and a History Reading Group for our 6th Form. We arrange regular domestic trips to museums, castles and lectures, and welcome visiting speakers. We also run international trips, taking Year 8 to the First World War Battlefields and Year 10 to Berlin every year. We have taken our 6th Form to a variety of locations linked to our A-Level courses, including Moscow and St Petersburg, Vietnam, South Korea, New York and Washington.</p>
Reporting: to:	Deputy Head (Academic)
Line management responsibility for:	Teachers of History
Main Duties and Responsibilities:	<ul style="list-style-type: none"> to oversee and be responsible for the subject or curriculum area under their leadership to review and implement schemes of work throughout the School ensuring it is appropriate to the needs of all pupils, including SEN provision, the use of ICT and opportunities for independent learning to monitor and evaluate departmental performance through lesson observation, scrutiny of pupils' work and analysis of examination results.



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- to support members of their department in promoting positive behaviour in their subject lessons and dealing with any disciplinary matters which arise as a consequence
- to facilitate the process of School self-evaluation by regular liaison and co-operation with the Deputy Head (Academic) and other members of the Leadership Team
- to monitor the progress of all pupils through the assessment and marking of coursework, tests and examinations; this to include the co-ordination of the setting of all internal examinations
- to ensure that there is a quality display of pupils' work in the teaching rooms which is updated on a regular basis
- to encourage, support and make available staff training and development, regular departmental discussion and the introduction of new ideas and techniques
- to delegate appropriate tasks to other members of the Department to support their own professional development
- to present a results review to the Headmaster and Deputy Head (Academic) of public examination performance, successes and areas for improvement.
- to manage the allocated Departmental budget and to ensure that the Department is adequately equipped by maintaining a good level of provision, ordering books, equipment and materials and control of new and old stock
- to assist with the appointment of staff and to ensure that staff and students working within their departments receive help or advice as necessary
- to take overall responsibility for departmental co-curricular activities, visits and field trips by ensuring they are organised and conform with School policies, particularly Health & Safety
- to carry out appropriate risk assessments in the event of an unforeseen absence by a colleague, to ensure that appropriate work is set (including prep) and, if the absence is prolonged, that work is marked
- to arrange regular departmental meetings with minutes kept in the Department
- to contribute to the co-curricular life of the School



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Safeguarding responsibilities	Promote and safeguard the welfare of children and young persons with whom you come into contact.
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications / Knowledge	<ul style="list-style-type: none"> a graduate in History or joint honours including History 	<ul style="list-style-type: none"> will preferably hold qualified teacher status 	<i>Production of the applicant's certificates.</i> <i>Discussion at interview.</i> <i>Independent verification of qualifications.</i>
Experience:	<ul style="list-style-type: none"> able to demonstrate excellent classroom practice for teaching and learning able to lead and coordinate a busy department 	<ul style="list-style-type: none"> ideally have experience of or be willing to teach A Level Politics. 	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Skills	<ul style="list-style-type: none"> demonstrate excellent leadership skills expected to have good inter-personal skills and to command the respect of pupils, colleagues and parents strong written and oral communication skills 		<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>



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Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none">• ambitious, energetic, enthusiastic and able to plan independently and collaboratively for the further development of the department in line with the agreed aims of the School.• committed to their own and the team's professional development.		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>
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