



JOB DESCRIPTION

Job Title:	Head of History	Department / Group:	History / Teaching Staff
Level / Salary Range:	Teacher Main Pay Scale T1 – T9	Reporting to:	SLT Line Manager
Contract term:	All Year Round	Hours per week:	1.0 FTE
Vision Statement			
<p><i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i></p> <ul style="list-style-type: none"> • Offering a high quality, inclusive and distinctive education • A caring and nurturing environment based on our Christian values • Recognising the unique nature of each child. 			
Main Objectives of Role:			
<ul style="list-style-type: none"> • to be responsible and accountable for all aspects of the leadership and management of the department, with particular emphasis on the progress of all students and their achieving excellent results; the design and delivery of the curriculum, the quality of teaching and learning in every lesson in the department, dealing with matters of student behaviour and rewards; the leadership of the department team, celebrating excellence, dealing with less good performance, and ensuring high quality professional development for all. • to take a leading role in the upholding and promoting of the Christian ethos of the school 			
Job Description:			
<p>THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST</p> <p>The Head of Department will be the leading classroom practitioner in their subject in the school and will lead and inspire by example. After that, the main tasks will be as follow:</p> <p>Strategic direction and development of the department with the support of the SLT Leadership Link and of the Headteacher:</p> <ul style="list-style-type: none"> • To develop and implement policies and practices which reflect the school’s commitment to highest achievement and excellent student progress through best quality teaching and learning • To lead the design and regular evaluation of the department’s curriculum (including extra-curricular) ensuring all students engage, enjoy and make outstanding progress • To have an enthusiasm for and commitment to the subject and for the department, which motivate and support other staff and encourage a shared understanding of the contribution the department can make to all aspects of students’ lives • To use the school, local and national data as a means of monitoring the department’s success and students’ progress, and to inform targets for development and further improvement for individuals and groups of students • To develop plans for the department which identify clear targets, time scales and success criteria for its development in line with the school development plan 			

- To produce the departmental SEF and improvement plan each year
- To monitor progress and evaluate the effectiveness of teaching and learning through the Quality Assurance framework, drawn up with the SLT link, and by working alongside colleagues, analysing work and outcomes
- To contribute to the development of whole school policies, particularly academic
- To be a member of the school's middle leadership group, taking a leading role in the development of teaching and learning
- To provide guidance and support to ensure excellent student conduct and an effective, safe learning environment
- To ensure that all aspects of self-evaluation are carried out both within the department and as part of the wider school's policy on self-evaluation
- To be up to date with subject developments. This will include keeping up to date with research into effective curriculum design, teaching and learning and assessment
- To promote and encourage out of classroom activities through visits, extra-curricular activities and clubs. This will include contributing to the school social media communications.

Teaching and Learning:

- To be the lead practitioner and example of high-quality teaching and learning in the department
- To ensure continuity of learning and progress across the department by developing a high-quality curriculum that exposes students to the best of what has been thought and said in History
- To ensure the sequencing of the curriculum maximises students' retention of the key knowledge and their ability to apply and articulate this effectively.
- To establish clear targets for achievement throughout the department and evaluate progress through the use of assessments and records and regular and termly analysis of the data
- To evaluate the teaching within the department by the monitoring of teachers' plans and through work analysis and lesson observation, identify effective practice and areas for improvement, and take action to improve further the quality of teaching within the department's Quality Assurance framework
- To quality assure and monitor the curricula and teaching for GCSE History, Ancient History and Latin, and A-Level History, Politics, Sociology, Latin and Classical Civilisations
- To lead on the moderation of the NEA for A-Level History
- To ensure that teachers are aware of the implications of our duties to promote equality, in line with our Public Sector Equality Duty (PSED) and the school's statement on equality and diversity.

Leadership and Management:

- To support the development of all teachers through providing high quality professional development opportunities
- To ensure that the Head, Senior Leadership Team and governors are well informed about policies, plans, priorities (including a current copy of the scheme of work) and targets for the department
- To undertake the appraisal of staff as designated by school policy, ensuring that the totality of their performance is reviewed, challenging objectives are set, their development is

supported in line with the school, and the department's needs and aspirations, and that any issues of underperformance or capability are addressed in line with school policy

- To participate in the selection process of new staff for the department
- To secure a strong common purpose and shared vision and secure commitment to team working from all staff, teachers and support staff working within the department
- To provide advice and support on professional issues such as threshold, upper pay spine, references, promotions, induction, and initial teacher training
- Attend the regular meetings of the Bolton History Hub and the Bishop Fraser Trust HoD meetings

Effective Deployment of Resources:

- To maintain the efficient and effective management and organisation of learning resources, by developing or identifying new resources including Information and Communications Technology applications to the department.
- To lead the management of Health and Safety across the department, ensuring all activities, clubs, trips and fixtures have been appropriately risk assessed, and that the department team understand their role in ensuring the health and safety of all
- To maintain the efficient and effective management of the budget for the department
- To help colleagues to create a stimulating learning environment for the teaching and learning in the department
- To ensure that department information on the school website is regularly reviewed and is up to date.

This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme.

Safer Recruitment Statement

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

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process

- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	April 2025
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Signed: _____

Name: _____

Date: _____



PERSON SPECIFICATION

	Head of History - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Qualified Teacher Status	E
	Honour's degree in a relevant discipline	E
	Ability to teach History to A-level	E
	Experience of teaching History, Politics, Sociology, Latin or Classical Civilisations to A-level	D
	Be willing to teach PSHE	E
	Experience of recent professional development	E

	Head of History - CRITERIA	Essential / Desirable
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Leadership & Management	Ability to develop others and motivate staff to drive outcomes for all learners	E
	Experience of designing a curriculum that meets the needs of all learners	E
	Evidence of line managing others and managing staff performance	E
	Ability to coach and motivate colleagues, individually and within groups, to achieve individual and collective targets.	E
	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E
	Ability to hold others to account and have difficult conversations if required	E
	Evidence of producing an accurate self-evaluation and putting in place a clear development plan	D
	Evidence of improving and sustaining achievement and progress for all	E
Experience Skills and Knowledge	Experience of History teaching at KS3, KS4 and KS5	E
	Experience of working with a wide range of pupils	E
	Evidence of ability to create a challenging and effective learning environment	E
	Experience as an external exam moderator	D
	High level teaching and organisation skills	E
	Sound understanding of current issues relating to the subject	E
	Good time management skills and a high level of personal organisation	E
	Good interpersonal and communication skills	E
	Awareness and understanding of pupil progress	E
	Good ICT skills	D
Curriculum	Proven recognition of successfully teaching GCSE & A-Level	E
	To be an excellent History teacher.	E
	Experience of leading a history department.	D
	To have experience of leading initiatives to drive student progress.	E
	Has clear understanding of what an outstanding history curriculum should include.	E
	A good working knowledge of assessment for learning and how it can be used to drive progress.	E
	Experience of leading /contributing to history curriculum design	E
	Experience of successfully leading history intervention which led to good student outcomes	D
	An optimistic, positive and encouraging colleague as a member of the staff team	E
	Work effectively as part of a team and understand classroom, department and school roles and responsibilities	E
	Make effective use of ICT to support learning	E
	Committed to the safeguarding and well-being of all pupils	E

	Head of History - CRITERIA	Essential / Desirable
	To clearly demonstrate a clear understanding of the characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement of all students	E
	Ability to understand and interpret complex data to identify appropriate intervention strategies to maximise student progress	E
	A good understanding of external examination requirements	E
	Ability to plan, organise and prioritise effectively	E
	Ability to use technology and appropriate software to enhance learning	E
	Ability to use Management Information Systems (e.g., SIMS)	E
	Confident communicator; communicating effectively and concisely both in written and verbal form to a variety of audiences	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
	Valuing Diversity – listen to, support and respect contributions from all pupils and colleagues without prejudice.	E
	Interest in research and development ideas, especially in teaching and learning	D
	Evidence of effective tracking and monitoring of intervention strategies that positively impact on student achievement including question level analysis.	D
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E