



Job Description: Head of History

Reports to: Head of Humanities Faculty

Location: Ark Elvin Academy, Cecil Ave, London, Wembley HA9 7DU

Salary: Ark Main/Upper Pay Range (£37,667 - £59,242) + TLR 2B £5,350

The Role

Reporting to the head of faculty, the Head of Department is responsible for developing and leading a knowledge-rich and relevant curriculum which enables the highest level of pupil progress and attainment. The role involves leading, coaching and developing our team of historians to do their best work. The Head of History will be a member of an outstanding middle leadership team, making a significant contribution to the quality of learning and teaching across the academy and supporting our school improvement.

Key responsibilities

The full remit of the post will be negotiated dependent on the skills and experience of the candidate appointed. Specific responsibilities are subject to change.

The Subject Leader will take responsibility for the following specific roles within their wider role as a middle leader of the school:

- Develop and implement the History curriculum and enrichment offer
- Lead and develop our team of History teachers
- Coach and mentor teachers in the department at all stages in their career including mentoring ECTs
- Provide a nurturing classroom and academy environment that ensures all pupils are happy, work hard and make exceptional progress
- Contribute to our warm and disciplined school culture.

Teaching and Learning

- Lead on the planning and preparation of effective schemes of learning and base lessons
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring
- Produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
- Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in pupil achievement
- Ensure that all pupils achieve above expected progress
- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To participate in preparing pupils for external examinations.

Academy Culture

- To support the academy's mission and values by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To be alert and active on issues relating to pupil safeguarding, welfare and child protection

Development of the Ark Network

- Value and support practices driving continued progress across the network of Ark schools
- Participate actively throughout the network, by attending relevant meetings and network-wide training and assessment standardisation.

Other

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Head of Faculty, SLT or Principal.

Person Specification: Head of History

Qualification Criteria

- Qualified to teach and work in the UK
- Degree in an applicable subject

Knowledge, Skills and Experience

- Experience of raising attainment in a challenging classroom environment
- Experience of leading a team and/or developing others
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating Schemes of Work
- Experience of improving the quality of teaching and learning through the development of schemes of work and high-quality resources
- Experience of leading successful enrichment which inspire and motivate learners
- Experience of interpreting complex student data to drive lesson planning and student progress
- Excellent understanding of both subject and general teaching pedagogy
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Personal Characteristics

- Genuine passion for and a belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily

debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).