Debenham High School

A Church of England high performing specialist academy

Teacher of History – Maternity Cover (Part time or Full time)

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The History Department

History is taught to all pupils at KS3. At KS4 History is on offer through the options process.

The team

The department is made up of a team of three teachers. This includes the Head of History, one full time historian who will shortly be leaving on maternity leave and a senior leader. The History department works closely with other humanities subjects, which includes Geography, Business Studies and RE.

Key Stage 3

At KS3 History is taught for two 50 minute lessons each week. Students are taught in mixed ability form groups.

Key Stage 4

History is offered as part of the options process at KS4. Each option group is taught for three 50 minute lessons each week.

History follows the Edexcel GCSE specification.

In recent years the department achieved the following sets of results:

2018	56% 9-7	95% 9-4
2017	50% A*-A	84% A*-C
2016	34% A*-A	89% A*-C

Debenham High School

Job Description
Teacher

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title: **TEACHER**

1.3 Key responsibility To plan and teach lessons that provide a rich, enjoyable and challenging learning experience for students and to assess their progress

1.4 Post Purpose:

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher / form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

1.5 Reporting to: Head of department

1.6 Responsible for: The provision of a full learning experience and support for students.

1.7 Liaising with: Headteacher, leadership team, teachers and support staff, external agencies and parents.

1.8 Working Time: Full time as specified within the STPCD

1.9 Salary/Grade: Classroom Teachers' Pay Scale

2. TEACHING

- To undertake a designated programme of teaching.
- 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 that ICT, literacy, numeracy, work-related learning and other whole-school themes are reflected in the teaching/learning experience of students.
- 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 school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as required by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal feedback.
- To ensure the effective/efficient deployment of classroom support.
- To contribute to the moral and spiritual development of each student in line with our ethos as a Church of England school.

3. OPERATIONAL/ STRATEGIC PLANNING:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the subject team's development plan and its implementation.
- To fully plan and prepare courses and lessons.

4. CURRICULUM PROVISION:

- To assist the Head of Department, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

5. CURRICULUM DEVELOPMENT:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

6. PROFESSIONAL DEVELOPMENT:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To participate in whole-school training, making links with teaching styles and approaches in other subjects.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the performance management review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

7. STANDARDS:

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To use targets and data to provide students with challenging but attainable targets in their work.
- To review and record student progress regularly.
- To seek/implement modification and improvement in the curriculum and learning & teaching approaches where required.
- To set and assess homework in line with subject and whole-school guidelines.

8. MANAGEMENT INFORMATION:

- To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

9. COMMUNICATION & LIAISON:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To abide by the school's absence management policy, giving due notice of absence where possible and setting high quality cover work.

10. RESOURCES:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

11. PASTORAL SYSTEM:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the tutor group as a whole.
- To liaise with the Head of Year to ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the school's house style on behaviour management so that effective learning can take place.

12. SCHOOL ETHOS:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements.
- To promote actively the school's corporate policies, including the dress code.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

13. 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 _____ **Signed** _____

(Teacher) **(Headteacher)**

Dated _____ **Dated** _____