



# THE PORTSMOUTH GRAMMAR SCHOOL

## PGS JOB DESCRIPTION – HEAD OF POLITICS

**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**

<b>Summary of the role</b>	<p>The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.</p> <p>The school seeks a dynamic, knowledgeable and inspirational teacher to become Head of Politics from September 2026. This is a full-time role and the ability to teach academically able pupils Politics to A Level and to support pupils in their higher education aspirations in Politics and related subjects is essential. The ability to teach another subject in the Sixth Form curriculum (e.g. Economics) would be viewed favourably; applicants should make this clear in their covering letter.</p> <p>We seek a Head of Department who is passionate, current and well-read on their subject matter. To lead this busy and exciting department, it is also important to demonstrate excellent interpersonal and organisational skills. The successful candidate must be open to promoting cross-curricular links with other department areas as appropriate, and facilitating academic enrichment opportunities for pupils within the department.</p> <p>We offer excellent training and support to teachers at all stages of their career. PGS teachers convey passion for their subject and seek to maximise progress by knowing their pupils well and adapting their teaching accordingly. We are always looking to develop new ideas and approaches to teaching and are keen to incorporate the particular interests of members of staff into the overall curriculum scheme.</p>
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Outstanding teaching and learning at PGS are achieved by inspirational and creative teachers with excellent subject knowledge and the ability to use ICT and interactive resources to enhance learning. Teachers' planning is informed by assessment for learning, ensuring all pupils make very good progress in each lesson. Our pupils are encouraged to take responsibility for their learning and understand how they can improve using constructive feedback provided by their teachers.

The successful applicant will be expected to contribute fully to the pastoral and co-curricular life of the school and it is an expectation that all senior school teachers will have a tutor group or act as a co-tutor within the pastoral system.

**How to apply:**

Candidates are asked to apply via the 'Apply' button linked to the related advert on the '[Work With Us](#)' page of our PGS website.

Any informal enquires about the role or how to apply are welcome at [recruitment@pgs.org.uk](mailto:recruitment@pgs.org.uk)

The closing date will be midday on **Wednesday 21<sup>st</sup> January 2026** and interviews will be scheduled to take place on **Thursday 29<sup>th</sup> January 2026**. Candidates are asked to allow a whole day for the interview process, which will include teaching an observed lesson.

**The Politics Department**

The Politics department is well resourced, and all pupils have access to the current AQA edition textbook as well as a range of subscription services to aid the classroom delivery of content. Politics and associated subjects are a very popular choice for our pupils at A Level and beyond into university. Politics has previously been part of the History department, and the appointed candidate will have opportunities to grow and shape the department moving forward. There are several staff across History and other departments who have experience in teaching the Politics course.

Politics is taught at A Level only however there are aspects incorporated into the History curriculum lower down the school. We teach the AQA specification as it provides the ideal framework to apply both Government and Politics, and encourage academic challenge. Politics is a popular choice for Sixth Form pupils; this academic year we have two Year 13 groups and one Year 12 group. Pupils of all abilities are catered for and encouraged to reach their potential. Academic tutoring sessions are offered each week and pupils often drop into the office for advice. There is a thriving Politics Society at PGS and many pupils, from all year groups, partake in Model United Nations.

	<p>As a department we contribute to whole school events and host a range of guest speakers throughout the year. As well as offering taster sessions to Year 10 and 11 pupils and educational visits to Parliament and local conferences. The candidate will have scope to contribute further to the wider school curriculum and develop links with local MPs and pressure groups to create an engaging and academically challenging curriculum.</p>
<b>Line management responsibility</b>	<p>The role does not currently have any direct reports but this may change in future years.</p>
<b>Line management duties and responsibilities</b>	<p>All staff are expected to promote and safeguard the welfare of children and young people for whom they are responsible and with whom they come into contact.</p> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Provide professional leadership and management to secure high-quality teaching, effective use of resources and improved learning and achievement for all pupils in an attractive physical environment</li> <li>• Plan with the members of their department for the development of the department and to write an annual strategic development plan in consultation with the team and within the framework of the School's aims, strategic intentions and annual operational plan.</li> <li>• Maintain appropriate links with, and report to, governors when requested.</li> <li>• Take part in the appointment of staff to the department and other areas of the school if appropriate.</li> <li>• Promote CPD and training opportunities for the department and give or arrange for other support that may be necessary to ensure core teaching standards are met and the career aspirations of departmental colleagues are supported.</li> <li>• Monitor systematically the quality of teaching and learning in the department and give feedback that enables further improvement.</li> <li>• Ensure effective induction of new departmental colleagues and initial teacher training and mentoring of ECTs as required.</li> <li>• Appraise department members in a constructive manner on an annual (for professional development purposes) and triennial (for performance management) basis and complete the relevant documentation in partnership with the appraisee.</li> <li>• Be prepared to be appraised biennially by their SMT line manager in accordance with school policy.</li> </ul>

- Keep abreast of national and international trends and developments in education that are relevant to their subject and pedagogical initiatives, sharing these with departmental and other colleagues and using these to inform wider school policy as appropriate.
- Produce a departmental handbook, or the separate key documents therein, according to school guidelines, review this annually and amend when required; make a copy available to department members and to SMT, governors and inspectors as required.

#### **Curriculum**

- Work collaboratively with the whole department to maintain and develop schemes of work within the framework and requirements of examination boards that reflect best teaching practice.
- Arrange, in consultation with members of the department, the deployment of colleagues to the timetable to meet pupils' learning needs and the professional development needs of staff.
- Ensure that lesson planning and delivery of all lessons take account of the needs of all pupils, including effective strategies for inclusion for those with AEN and MAGT pupils.
- Ensure good practice from within and outside the department is shared so that lessons are engaging, varied and stimulating.
- Review and share baseline and value-added data with department colleagues for all pupils and add subject data to maintain an up-to-date department record of pupil attainment and progress.
- Ensure that assessment of pupils' work is regularly carried out – including (but not limited to) cross-cohort assessments in line with school policy – and give guidance to pupils on their level of performance and how to improve using coaching-style approaches.
- Ensure that pupils are prepared for internal and external examinations, that all internal exam papers are prepared to deadlines and are appropriately differentiated and that analyses of all results are submitted within the published timescales.
- Ensure that curricular and assessment records are kept, work scrutiny undertaken, and reports written and sampled on an annual basis.

#### **Communication and Meetings**

- Run appropriate and regular meetings for the department, ensuring the provision of agendas and minutes.
- Support effective communication by encouraging all members of the department to contribute to discussions and meetings and by forwarding minutes of meetings and any other documentation to the relevant members of the department and to SMT.

- Consult and listen to department members over matters that impact on them and those they teach and represent their views with SMT.
- Attend middle leadership and other meetings as appropriate (including but not limited to ARM, a half-termly meeting for Heads of Department).
- Create and sustain opportunities to develop the profile of the department outside the school to encourage people to think highly of PGS, to learn about our work and be encouraged to visit the school.
- Promote liaison with other departments to create and maintain positive and creative cross-curricular links for the benefit of pupils and staff.

#### **Finance**

- Manage the department's annual budget, monitor expenditure and keep an inventory of equipment, textbooks and all other resources.
- Oversee the provision and maintenance of effective resources for learning, including textbooks, pupils' materials, equipment and rooms.

#### **Health and Safety**

- Ensure that effective safeguarding and child protection, and a zero tolerance of peer-on-peer abuse and bullying is at the forefront of departmental practice.
- Ensure that safety procedures are reviewed regularly, including risk assessments for trips and of the department environment.
- Ensure that staff working conditions are appropriate and meet Health and Safety guidelines.

#### **Co-curricular**

- Be responsible for promoting and developing appropriate co-curricular activities within the department. These may include clubs and societies or participation in national competitions and trips.

#### **Events**

- Attend PGS Professional Development Days, 11+ and 13+ Assessment days, Sixth Form Subject Forum, Year 12 Aspirations meetings and Open Afternoons throughout the year, and other appropriate events.
- Attend GCSE and A Level results days or arrange, in consultation with the DH (Academic & Staff Welfare), for a department member to attend.

	<ul style="list-style-type: none"> <li>• Be responsible and/or delegate responsibility for attractive departmental displays of pupil work in classrooms and communal areas throughout the year and to arrange activities for visitors during Open Mornings or Open Afternoons as requested.</li> </ul>
<b>Safeguarding responsibilities</b>	<ul style="list-style-type: none"> <li>• This role involves regulated activity with children.</li> <li>• Ensure that Politics department staff attend all Professional Development Days and attend other essential staff training sessions throughout the year, as required by the Head or Bursar.</li> <li>• Ensure that all newly appointed departmental staff attend suitable staff induction, in liaison with the Deputy Head (Teaching and Learning).</li> <li>• All teaching staff are involved in the pastoral life of the school.</li> <li>• All teaching staff are required to attend regular training in safeguarding and child protection.</li> </ul>
<b>Benefits</b>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and its INSET programme of Professional Development Days provides staff with many personal development opportunities.</p> <p>Key financial benefits of employment at PGS include a generous salary structure supplemented by payment of an additional PGS Allowance. There are many opportunities to take on additional paid responsibilities to assist in the management and operation of the school.</p> <p>The school also has a generous fee concession for the children of teaching staff.</p> <p>Teachers joining PGS will be auto-enrolled into the school's defined contribution pension scheme with Aviva. We also have a non-contributory death-in-service policy calculated at 4 times annual salary.</p> <p>The school supports the Cycle to Work scheme and all members of staff have free use of the school's sports facilities which include a well-equipped Fitness Centre. The school provides a two-course lunch during term, with a meal provided before</p>

	<p>all parents' evenings. The school offers an Employee Assistance Programme.</p> <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.</p>
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### Person Specification

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>Strong academic qualifications in Politics, History or a relevant subject</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that they <b>should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>QTS</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of teaching Politics at A Level</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p>	Interview  Professional references
<b>Skills</b>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to lead an academic department</li> <li>• Ability to contribute to the pastoral and co-curricular life of the school</li> </ul>	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	Interview  Professional references
<b>Knowledge</b>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of A Level specifications in Politics</li> <li>• Knowledge of university and career options for students of Politics and related subjects</li> <li>• Knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR</li> </ul>	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	Interview  Professional references

<b>Personal competencies, qualities, attitude and behaviours</b>	<p><i>The personal qualities, attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• ability to lead an academic department and line manage a team of staff</li> <li>• willingness to participate in the sharing of ideas and best practice within the department</li> <li>• ability to lead the co-curricular and academic enrichment activities of the Politics department and to contribute to the wider co-curricular programme of the school</li> <li>• ability to contribute to the pastoral life of the school</li> <li>• willingness to support the school's wider external partnerships</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Interview Professional references</p>
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<ul style="list-style-type: none"><li>• willingness to support the aims and ethos of the school</li></ul>		
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