



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Head of Politics
Job Purpose:	To lead the Politics Department in achieving outstanding teaching and learning and to inspire, encourage and empower our pupils to achieve their very best in the subject of politics
Reporting Line:	Assistant Principal – Compliance, Health & Safety and Whole School Organisation
Start Date:	January 2027
Tenure:	Permanent, part-time, 4 days per week
Remission:	2 Periods
Salary:	Competitive – based on the Surbiton High School Pay Scale, plus TLR

The Politics Department is a small, highly collaborative team of two teachers, both of whom also teach History across KS3, KS4 and KS5. We have an excellent academic record, with 64% of all students achieving A* in 2026, and 82% A*-A. In 2025, A*-A was 92% (38% A*). Numbers range from 12-18 a year opting to study Politics A level, with over half the cohort choosing to go on to study a Politics-related degree at university, including at Oxford, Cambridge, Edinburgh and King's College, London.

Politics has a particularly strong co-curricular profile. The Department runs the highly successful Model United Nations (MUN) Club, giving students the opportunity to debate international issues, develop their public speaking and negotiation skills, and engage with politics beyond the classroom. Sixth Form students also benefit from running Politics Club for younger pupils, and mock elections and debates in line with the political calendar. A programme of guest speakers brings politicians, journalists, academics and other practitioners into the School to share their expertise and challenge students' thinking. Together, these opportunities create a vibrant political culture within the School, offering students across the school the chance to develop confidence, intellectual curiosity and a genuine enthusiasm for Politics.

Key Responsibilities:

1. Learning and Teaching

- Lead by example by modelling outstanding learning and teaching.
- Possess and maintain a deep and secure knowledge of your subject and the best practice pedagogy associated with its delivery.
- Lead the Department in pursuit of continuous improvement through innovation, strategic planning, and sharing of best practice.
- Monitor the quality of teaching and learning through regular observations of Department staff, work scrutiny and pupil feedback.
- Challenge teachers who underperform and use coaching strategies to help them improve, working closely with the SLT line manager to ensure that correct support is provided.
- Coach and support members of the Department in their performance.



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- Develop members of the team through clear and carefully planned distribution of suitable tasks.
- Identify strengths in the team to ensure the embracing of new teaching strategies, and pupils' learning.
- Promote the use of Digital Learning Technologies to support pupil achievement.
- Support whole-school strategies with the team, effectively coaching teachers to develop their understanding and skill base surrounding new learning strategies.
- Ensure the smooth, efficient, supportive and rigorous running of Department policies, including the application of rewards and sanctions.

2. Results

- Track and monitor pupil progress and achievement within the subject area across all Key Stages, using baseline data.
- Lead in taking appropriate action to intervene in pupils' underachievement, which is likely to include communication with the appropriate Form Tutor/HOY/SLT member and parent/s.
- Promote the use of target-setting and high-quality pupil feedback to inform teaching and learning strategies.
- Ensure that teachers support pupil progress.
- Review, analyse and evaluate results throughout the year and for examination analysis and subject review meetings, sharing the process with the Department so that all are aware of the development points.
- Ensure Department compliance with agreed School policies for assessment, recording and contacts with parents.
- Ensure that reporting on pupil progress follows the School's policy.

3. Curriculum

- Work collaboratively with the Department for continuous improvement of Curricular Schemes of Work.
- Use areas of strength and expertise amongst the team and beyond SHS to enhance curriculum delivery.
- Lead, with appropriate consultation, on changes in specifications and/or exam board.
- Ensure that pupils are supported towards university courses and maintain subject links with relevant industries, careers and higher education.
- Keep abreast of, and communicate to the Department, changes in policies, guidelines and other national initiatives.
- Ensure compliance with requirements for exam entries and arrangements.
- Ensure that written records are kept as appropriate and in accordance with GDPR and the Data Protection Act 2018.



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4. Co-Curricular

- Work collectively as a team to provide suitable co-curricular activities that enrich the curriculum and broaden the pupil learning experience.
- Delegate the organisation and administration of trips appropriately amongst the team.
- Monitor, develop and support the contribution made by members of the team to co-curricular activities.
- Ensure accurate and up-to-date information is maintained in relevant co-curricular documentation.

5. Pastoral

- Support the School's pastoral aims through upholding our standards of pastoral care.
- Be a Form Tutor or Deputy Form Tutor, supporting tutees' general well-being and academic progress.
- Conduct yourself in an appropriate professional manner at all times, supporting and fostering the aims and safeguarding policies of the School.

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6. Values

- Be consistent and fair and foster an atmosphere of mutual trust and respect within both the classroom and the Department.
- Create alignment with the School's values and ethos to ensure Departmental ownership of whole school strategic development.
- Promote the School's ethos of May Love Always Lead Us and the Best in Everyone.
- Uphold the good reputation of the School and of United Learning with pupils, parents and other stakeholders.
- Ensure the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum.

7. Staff and Resources

- Demonstrate and role model constructive leadership behaviours including:
 - Providing encouragement, support and assistance to colleagues at all levels.
 - Managing the performance of all staff in line with current legislation and United Learning policy and procedure.
 - Being aware of and able to positively influence staff morale.
- Support staff to be outstanding practitioners through coaching and mentoring.
- Advise SLT on staffing requirements, the deployment of Department staff and the timetabling of lessons.
- Ensure effective Department communication, both informally and through regular Departmental meetings.
- Participate in the appointment of Department staff where required.
- Lead the Department in the performance management and professional development of staff, appraising subject staff as agreed with the SLT.
- Monitor, review and promote subject staff development and the induction of new colleagues, coordinating mentoring, training and support for all colleagues as appropriate.
- Engage in on-going personal and professional development in order to provide high quality and innovative educational leadership.
- Advise on financial and resource needs of the subject and manage relevant budgets.



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- Ensure that both subject-specific and general requirements of Health and Safety policies are met, to ensure efficient, safe, secure and attractive use of Departmental accommodation, equipment and materials.

8. Subject Specific

- Lead on assemblies and other suitable activities such as mock election during the national election.
- Develop an understanding of politics both as an A-level and within current affairs within Year 1 - 11.
- Teach History alongside Politics.
- There may be particular responsibilities linked to the subject that may be added when necessary.

9. General

- Uphold the School's code of conduct and implement all Surbiton High School and United Learning policies.
- Work co-operatively with SLT and all colleagues.
- Promote the School and its training courses and activities, including participation in external and internal marketing activities.
- Carry out any such duties as may be reasonably requested.



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications and Experience

- Good Honours degree
- A postgraduate teaching qualification including QTS is desirable, but not essential
- Evidence of further relevant professional development would be an advantage
- A proven track record of delivering on academic performance

Skills and Knowledge

- Strong subject knowledge and an outstanding teacher
- The ability to deliver inspiring lessons at KS3, GCSE and A-level
- The ability and enthusiasm to teach History alongside Politics
- The ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school
- Excellent organisational, administrative and ICT skills
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- The ability to lead a team in a successful and dynamic School
- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives
- Have a vision for developing the Department and be able to translate that vision into reality
- The ability to work collaboratively with colleagues

Attitudes and Personal Qualities

- Committed to Surbiton High School's ethos and strategic vision
- Personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to build rapport and gain the confidence of pupils, staff and parents
- High expectations for pupil attainment, personal development and conduct
- High standards of personal presence and presentation
- A team player with leadership qualities and a reflective and flexible approach
- Attention to detail and the ability to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training for this role



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

8:00am, Monday 28 September 2026

Interviews to be held week commencing:

5 October 2026

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension or APTIS Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly, vibrant and ambitious community where people matter, results count and where passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice. The recent ISI 2026 inspection noted our deep commitment to pupils' well-being, our broad and balanced curriculum, the breadth of opportunities on offer, and the success gained by pupils both academically and in other spheres).

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.