



Bedford Girls' School

Job Description

Head of History & 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.	
Job Purpose:	To lead the History & Politics Department with vision, enthusiasm and innovation in promoting and developing the academic and co-curricular profile of the subjects To assume overall responsibility for the teaching, development and administration of the subject and ensure high standards in teaching and learning are delivered, that resources are used effectively and the curriculum is managed and developed in accordance with Bedford Girls' School policy. To participate and lead co-curricular opportunities within the department, playing an active role in key school events linked to the subjects.
Job Title:	Head of History & Politics
Location:	Cardington Road, Bedford
Reporting Line:	Assistant Head – Data and Operational Management
Working Hours:	Full Time
Salary:	Harpur Trust Teaching Scale plus additional allowance
Line management responsibility for:	Teachers within the History & Politics Department
Principal Accountabilities/Responsibilities	<ul style="list-style-type: none"> • Contribute to whole school policy-making and strategic planning. Align and develop department plans, schemes of work and strategies in line with the school's vision and objectives. • Lead and manage the Department of History & Politics driving high quality, engaging teaching and learning across KS3 to KS5. Mentoring, supporting and motivating teachers within the department to foster a positive and collaborative department culture. • Exemplify and ensure excellence in teaching and learning, classroom organisation and display, standards of achievement, behaviour and discipline. • Recruiting, inducting, developing, motivating and appraising members of the department to ensure that they have a clear understanding of expectations, establish positive relationships with pupils and that high performance standards are consistently achieved. • Ensure that unit planners are used, reviewed and modified to enable excellence in teaching and learning and are effective in meeting the needs of the students. • Ensure pupil progress is monitored, assessed, recorded and reported including informative written and verbal reports to parents. • Monitor and control the Department's allocated budget and purchasing arrangements to ensure the efficient and effective use of all resources. Identify future resourcing needs for consideration in the budget planning process. • Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines and attend meetings of the Health and Safety Committee.



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| | <ul style="list-style-type: none">• Contribute to the whole school planning activities and participate in meetings at the school which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.• Ensure the appropriate welfare and well-being of the girls and contribute to an ethos in the school where each student is valued, encouraged and able to thrive both educationally and personally.• Be an integral member of the pastoral system as a form tutor or support tutor to an assigned group of students. Communicate any concerns about pupils appropriately.• Actively and enthusiastically promote and market the Department of History & Politics within the school community. Lead the departments contribution to marketing events, outreach opportunities and external links.• Contribute to the broader life of the school by seeking, leading and supporting opportunities for the provision of extra-curricular activities and events such as Black History Month, Holocaust memorial and Remembrance Assembly.• Take responsibility for own continuous professional development and the training needs and development of those in the department; keep up to date with developments in education, subject and professional standards.• Cover classes as required. |
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You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.



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Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Good standard of education or equivalent relevant experience.</p> <p>Qualified Teacher Status or equivalent</p>	Post graduate qualifications.
Experience	<p>An outstanding and creative subject teacher covering KS3-5.</p> <p>Experience of organising or participating in cross-curricular and extra-curricular activities.</p>	Experience of participating in or leading a whole school initiative.
Knowledge & Skills	<p>Excellent subject knowledge.</p> <p>Understanding of national curricular requirements of the subject.</p> <p>Up to date with professional developments in the subject and other aspects of education.</p> <p>The ability to lead and manage people to work towards a common goal.</p> <p>Able to effectively solve problems and make decisions.</p> <p>Excellent interpersonal and communication skills.</p> <p>The ability to work collaboratively as a member of a team, to show initiative and imagination, to have vision and the ability to inspire others.</p> <p>Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Strong ICT skills with a clear understanding of the potential for ICT and the use of iPads in enabling more innovative and effective approaches to teaching and learning.</p>	
Personal competencies and qualities	<p>Ability to enthuse children and adults and be passionate about girls' education.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of the School including out of normal school hours.</p> <p>Lifelong learner.</p>	