



St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Head of History Full-time

About St Catherine's School

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 120 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

This post becomes available from September 2020 on the retirement of Mrs Gillian David after 22 years at the school, 11 as Head of History, leading the department with distinction. It offers applicants either a chance to move into management for the first time as a Head of Department, or an opportunity for an existing Head of History to gain further experience. History is a highly respected and high-achieving subject at St. Catherine's, with excellent grades awarded at IGCSE and A Level, and a fine record at University entrance.

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Personal and Professional Qualities Required

The successful applicant will be an enthusiastic and effective teacher, passionate about his/her subject and with an excellent record as a classroom practitioner. He/she will have strong leadership potential or previous experience, and a real desire to promote the subject throughout the School, to manage a team of staff and to contribute to the wider team of Heads of Department in a highly academic environment.

History is a very popular subject; we seek a Head of Department who will continue to impart that love of learning History which is already in evidence and aim to do so across the whole school, not simply to those who choose to take it to GCSE and A Level. Consequently, the subject has a high profile through some annual activities such as the annual Remembrance Day and Holocaust Memorial Day assemblies.

The Department

The History Department currently consists of 4 full-time colleagues. Some colleagues have areas of responsibility for particular aspects of department life. The successful candidate will enjoy strong support and encouragement and will pride him/herself on making an already successful, highly regarded and well-resourced department even better.

The successful candidate will join a thriving department within a very happy History team where high standards are expected of staff as well as pupils, in a lively and supportive atmosphere. The emphasis is on enjoyment of History, presenting these areas of study as highly relevant and worthwhile in the modern world as well as enriching and fulfilling in themselves.

The Politics Department, although led by its own separate Head of Department, is a close ally subject of History and members of the history staff team teach in both disciplines.

History courses at St Catherine's

All girls study History as a separate subject on entry to the Senior School and have two 30-minute lessons a week. At Key Stage 4 we have two - three IGCSE classes. At A level History continues to be a popular choice with generally one class of between 8-12 students.

U3 (Y7): British History from 1066 to 1485

L4 (Y8): Tudors, Stuarts, Aspects of the Industrial Revolution

U4 (Y9): WW1, followed by Aspects of 20th C World History

IGCSE Edexcel: Modern World History 1900-1989, including units on Germany 1918-1945, China 1900-89, Russia 1905-1924 and Superpower Relations 1943-72

A Level AQA:

The Tudors 1485-1603

French Revolution 1774-1815

Independent Study

} We offer this specification, but modules may reflect the appointed candidate's interests and expertise.

There are regular trips organised by the History Department to support the curriculum both in the UK and abroad e.g. annual trip to the Mary Rose Museum in Portsmouth for L4 (Y8) and a biannual Sixth Form trip to Paris (French Revolution). We also encourage the girls to attend Historical Association Lectures.

Public Examination Results

The History Department has a strong reputation built up over many years, its candidates gaining high grades in public examinations. In 2019, Grades at IGCSE in History were 100% 9-5, of which 88% were Grades 9-7. At A Level 100% were at grades A-B with 70% A*/A. Our candidates perform above the UK average in most modules.

The Department sends undergraduates to Oxbridge and other top universities to read History as a single honours degree or as part of dual honours.

Practical Information about the Post

Heads of Department are expected to be first rate practitioners in their subjects and to lead and manage their departments, ensuring that their subject is taught enthusiastically and effectively. Heads of Department are accountable to the Headmistress via the Director of Studies for the successful delivery of their subject and are expected to ensure that all members of their department are aware of and follow School Aims and Policies. Heads of Department teach 31/45 periods per week. They have a wide range of responsibilities and it is expected that they should:

- demonstrate great enthusiasm for the subject, promoting it throughout the school and encouraging departmental colleagues to do so, too
- demonstrate strong knowledge and understanding of the concepts and skills of their subject
- ensure that the department assists each pupil to reach her potential in the subject
- keep up to date with changes in the National Curriculum, GCSE syllabus and AS/A2 specifications and ensure their implementation at school as appropriate
- be responsible for the departmental handbook, including aims, schemes of work and annual Subject Development Plans
- standardise homework (known as Prep.), assessment, setting, marking and recording procedures within the department and in line with Whole School Policies
- review the termly 'traffic light spreadsheets' produced by the Director of Studies and decide on actions to be taken for pupils who are under/over-performing in conjunction with the department/teachers of individual girls. This will include being alert to any indications of SPLDs or timing issues. All this process may also require liaison with pastoral staff
- be responsible for internal school examinations and entries for external examinations
- be responsible for the allocation and recording of termly effort marks, commended lessons and any Headmistress's Commendations
- be responsible for departmental health and safety and risk assessment in line with Whole School Policies
- be responsible for the professional development of all the staff in the department, attending/organising INSET as appropriate
- devise and carry out a programme of routine lesson observations and marking scrutiny of all department colleagues, in support of their continuing professional development, the sharing of best practice, and the consistency of standards in the classroom and marking practice across the department.
- appraise departmental members in line with School Policy, identifying and developing the skills and strengths of all members of the department
- be responsible for day-to-day displays and Open Morning/Day displays in the subject teaching rooms, working with the Sixth Form Subject Mentors.
- be responsible for classroom management and discipline
- organise cover for an absent teacher, within the department in the first instance if possible
- be responsible for the departmental budget, ordering and maintaining departmental resources
- work with the Department's ICT representative to encourage the appropriate use of ICT in the delivery of the curriculum
- attend Parents' Evenings and Open Mornings and deal with queries from parents
- be responsible for liaising with the Director of Studies over school prizes and scholarships
- allocate lessons within the department, liaising with the Head, Deputy Head, Director of Studies and the Examinations Officer/Timetabler as necessary
- liaise with the Director of Studies, School Housemistresses, House Tutors and Sixth Form Tutors, Head of Careers and Oxbridge Co-ordinator as appropriate
- attend Heads of Department meetings and report back to the department as necessary and take a turn, on rotation with the HODS of Geography and RS, to represent the humanities subjects on the Curriculum Development Committee.

- lead weekly departmental meetings and arrange for minutes to be taken and circulated to SMT promptly
- play a part in the delivery of the new teacher or NQT induction programme where relevant in line with School policies
- engage with and take an active part in the GSA South Central Region Cluster Group for your subject - a local networking group within Girls' schools locally - and take your turn to host and run an event for colleagues
- organise educational visits and outings in line with School policy
- assist the Headmistress in the selection and appointment of members of the department
- be aware of the need to contribute to the development of the School as well as the Department
- advise the Director of Studies, Director of Staff and Headmistress on all matters relating to their subject
- become involved with extra-curricular activities relevant to the department including educational visits and to the School as a whole, depending on the interests/particular talents of the candidate

iPad School

In 2014 St. Catherine's became an iPad School, and all students from Year 5 upwards have their own iPads. Staff are not *required* to have an iPad or to use one in presenting teaching materials in the classroom, though all rooms are provided with Apple TVs as well as PCs and projectors/IWBs. However, staff *are* required to ensure that all resources needed for teaching are made available in an electronic format (Google Classroom is our current chosen platform) for downloading by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are readily available to all colleagues.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful. All part-time and full-time staff also contribute, pro rata, to supervising Day Girls prep. time in the Library after school from 4.30 to 5.30 p.m. or 5.30 p.m. to 6.30 p.m. respectively roughly twice per term.

Statutory NQT Induction, Staff Induction, Staff Review and Continuing Professional Development

The School offers statutory NQT induction, as provided by the Independent Schools' Council, and a strong and well-established system of mentoring and support for NQTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing. Heads of Department may from time to time wish to appoint ITT or NQT colleagues to their departments and will be expected to play a role in their mentoring, alongside the Director of Staff and the ITT Tutors. St. Catherine's is proud of its record as a teacher training school.

The School is also committed to the continuing professional development of *all* its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Pastoral Roles

Posts within the pastoral house system of the School may also be available for the interested applicant for full-time posts. These are remunerated separately but are broadly the equivalent of form tutor responsibilities and applicants should state an interest in this additional responsibility in their application if it appeals. If such a post is not available initially, other opportunities will arise from time to time and will be advertised in the Staff Room.

Remuneration

Salary will be based on the St. Catherine's Salary Scale and will be commensurate with the qualifications and experience of the candidate.

The School contributes towards the Teachers' Pensions Scheme.

All teaching colleagues are offered medical insurance cover which is a taxable expense.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Full-time teaching staff in the Senior School currently have an allocated free half day each week, usually an afternoon, or some other equivalent block of non-contact time, *if this can be timetabled*. However, this is a non-contractual privilege and it is expected that the member of staff would remain in school during this time if there were a special school event or meeting requiring his/her attendance, or if he/she needed to catch up on work after some days' sickness leave, for example, or an INSET day out of School.

Applications

The application form should be returned to the HR Administrator, Mrs Netty Creswell, by 12 noon on Tuesday 25 February 2020, and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

We anticipate that interviews will be held on Tuesday 3 March 2020.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Alice Phillips
Headmistress
February 2020