

Job Description

Job Title: Head of Department – Politics

Reports To: Deputy Head, and ultimately Headmaster

Responsible for: Staff in the department

Purpose of Job:

- To lead the academic development of the Politics curriculum within the School
- To ensure the progress and attainment of all students within the department so that they meet and exceed their learning goals as set out in YELLIS and ALIS
- To run the Politics department efficiently within the allocated resources
- To ensure effective learning takes place on all courses and programmes delivered by departmental staff
- To implement strategies to ensure that high academic standards are maintained throughout the department
- To raise standards and attainment through excellent teaching in person and by all teaching staff within the department
- To plan and implement the departmental budget on an annual cycle, in order to support the learning of students

Main Duties and responsibilities:

Leadership of staff:

- Through effective leadership inspires staff in the department with an enthusiasm for the subject
- Actively participates in the selection processes to ensure the appointment of high quality staff (including NQTs) to the department, and provides support for new staff throughout their induction and probationary period to ensure that they become successful members of the school
- Holds regular meetings, formal and informal, to discuss departmental matters and to ensure that the department works as a team, progress chasing outstanding items between meetings and making the relevant Deputy Head aware of any issues or concerns
- Assists in the professional development of departmental colleagues, giving them opportunities to develop their skills, knowledge and understanding in line with the School's objectives
- Develops and implements strategies to be used by departmental staff to support the progress and attainment of all learners.
- Supports the department's teachers in their teaching practice, including providing them with strategies to ensure learner progress and attainment, and to effectively manage behavioural and other issues so that they do not impact on the learning of any student in the group.
- Ensures the completion of the peer assessment process as required to support excellent teaching within the department

Leadership of students:

- By personal enthusiasm for the subject inspires students with an enthusiasm for learning
- Allocates students to teaching groups in line with anticipated learning goals to maximise their success
- Coordinating the assessment of students within the department

- Leads behaviour for learning within the department, supporting colleagues and students to ensure excellent standards are upheld
- Tracks and monitors the progress and attainment of all students, implementing remedial action as appropriate where students may not be on track to achieve expected outcomes
- Ensures that regular reports are produced to a high standard in accordance with the School schedule to advise students and parents/guardians on pupil's current performance and future potential
- Organises and provides additional revision support as appropriate
- Promotes the subject across the School, including providing content for newsletters, curriculum booklets and the School magazine.

Leadership of the curriculum:

- Organises and monitors internal assessments, taking appropriate action to ensure every student achieves the best possible outcome
- Plans and develops the department in line with the School's priorities as set out in the School Development Plan
- Oversees whole school initiatives to support literacy and extended writing
- Oversees the department's contribution to the school's co-curricular programme
- Regularly reviews the department's schemes of work in line with the development plan
- Selects appropriate syllabuses, books, teaching materials, and methods of teaching for the department, and keeps relevant colleagues informed
- Ensures the completion and record-keeping of relevant processes for examination entry, including controlled assessment and coursework where applicable
- Keeps up to date with educational changes and developments in their subject areas and advises the Deputy Head Learning as appropriate
- Responsible for the maintenance of the department's Firefly pages
- Encourages the sharing of good practice in the department through the appropriate use of departmental meeting time, School allocated INSET time, and external INSET courses
- Regularly reviews the teaching and learning in the department by carrying out regular lesson observations of staff and participating in the annual appraisal scheme, completing a regular scrutiny of work and producing an annual analysis of examination performance with targets for improvement
- Monitors implementation of the targets throughout the year and identifies any actions required to ensure that targets are met
- Works with other departments to ensure that a full range of cross-curricular activities are provided to students
- Seeks opportunities for educational visits and learning opportunities beyond the classroom

Liaison / links:

- To attend and contribute to Academic Heads of Department meetings
- To work with the Deputy Head and iSAMS Data Manager regarding any changes to staff timetables
- To liaise with the Deputy Head on issues of concern
- To coordinate with subject leaders in the Junior School in order to ensure the smooth transfer of students to the Senior School and to coordinate schemes of work
- To liaise with any relevant outside agencies
- To liaise with parents on academic matters
- To attend the School to advise and support students on Exam results days
- To ensure that Parents' Evenings are staffed with subject specialist including self
- To participate in the Sixth Form Induction Day, before the start of each academic year

and Sixth Form Open Evening to ensure that prospective and new students are fully aware of the subject options open to them

- To participate in Royal Russell Day, Entrance Exam days, the School Open Day and one Saturday detention Supervision (half days) each year
- To attend and ensure departmental staff attend the Common Room meetings and INSET sessions at the start of each term
- To participate in one School Work Detention (on a Friday) per academic year
- To be a House Tutor, responsible for overseeing the academic, pastoral and co-curricular development of students within their designated Tutor Group, including registering and other House responsibilities as directed by the HOM
- To participate in the co-curricular programme of the school
- To carry out regular school duties, as detailed in the published duty rota

Teaching responsibilities:

- Teaches lessons according to the departmental schemes of work, as indicated by the timetable prepared by the Deputy Head Academic
- Participates in the development of schemes of work and other appropriate syllabus-related materials
- Sets and marks homework according to the published homework timetable and in line with departmental policy
- Writes reports on students according to the report schedule published each term
- Attends and supports exchange trips and visits abroad

Whole school responsibilities:

- To ensure the work areas under their departmental supervision are locked at the end of the school day with lights switched off and windows closed
- To set high standards of dress, attendance and punctuality
- To be available to take extra lessons to cover for absent colleagues as indicated by the published 'Locum Tenens' rota
- To take part in the school staff appraisal scheme, and to keep up with professional developments within teaching
- Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times, and other relevant policies such as Health and Safety
- To perform other duties as agreed with the Headmaster

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification-Head of Department

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Qualifications	<ul style="list-style-type: none"> • PGCE with QTS • A good honours degree in a relevant subject • A commitment to continuing professional development 		A A A
Knowledge and skills	<ul style="list-style-type: none"> • A good understanding of the subject matter and the latest developments in the teaching of Politics • Conveys enthusiasm, energy and passion for the subjects to inspire students to develop a love of learning • Commitment to and experience of using a range of teaching styles and methods that raise attainment and instill a passion for Politics • A good understanding of how data can be effectively used to track, monitor and improve pupil and staff performance • An understanding of how technology can contribute to learning within and beyond the classroom • Awareness and motivation to enhance teaching and learning by sharing good practice and actively participating in continuing professional development 		A/I/L I/L I/L A/I/T A/I/L A/I/L
Experience	<ul style="list-style-type: none"> • Experience of teaching Politics at KS5 and another subject across KS3-5 • Excellent practitioner and advocate of modern teaching and learning methods • Experience and track record in ensuring that pupil, departmental and whole school targets are met and/or exceeded • Proven track record of effective management of a team 	<ul style="list-style-type: none"> • Previous experience within the independent sector 	A A/L A/I A/I
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to lead and inspire a diverse teaching team • Ability to lead and inspire students from all backgrounds • Good communication and presentation skills • Strong organisational skills • Excellent ICT skills in Microsoft Office Packages • Excellent standard of written English 		I/L I/L A/I/L A/I A/I A/T

	<ul style="list-style-type: none"> • An understanding of child protection and safeguarding • A willingness to participate in the wider co-curricular life of the school • Demonstrates the compassion and academic overview to be a successful House Tutor • An empathy and enthusiasm for the Christian ethos of the school • Ability to build good relationships with parents, students and colleagues • Pro-active and able to make suggestions for improvement and change • Demonstrates an understanding of the independent education sector 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Alignment with the ethos and aims of Royal Russell School 		

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