

Job Description

Job Title:	Head of History
Department:	History
Accountable to:	Faculty Chair and then Deputy Head (Academic)
Number of direct reports:	Subject Teachers
Budgetary responsibility:	Yes
Location:	Stowe School
Purpose of the role:	The Head of History is responsible for the development and delivery of the highest standards of pupil learning in order to maintain current exam success and encourage passion for the subject and to manage all Departmental staff in order to promote the subject.

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne (Buckinghamshire), the market town of Brackley (Northamptonshire) and the world-famous landscaped gardens at Stowe (Buckinghamshire), where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time.

In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a

history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

The Department

History is taught within a purpose-built set of classrooms, all of which offer teachers access to computers with projectors and Smart Boards. Teachers are provided with a laptop and pupils all have their own devices. There is an excellent History section in the library, as well as online access to JSTOR, History Today, the Historical Association and a number of other useful subscriptions. An extensive stock of books, magazines, DVDs, catalogues, subject-support material and past examination-papers is also available through the Departmental Library.

All pupils take History in their first year at Stowe with the majority continuing with the subject at GCSE. The department follows the IGCSE specification exploring the Russian Revolution, Germany in the inter-war period and the early stages of the Cold War; students also cover Changes in Medicine, c.1848-c.1948. At A level Stoics are offered the choice of a study of 15th and 16th century England and Europe, or Britain and America in the 20th century, using the Edexcel specification.

History has a strong academic reputation within the school with a developed tradition of regular History Seminars and an extensive lecture programme of visiting academics hosted by the student-led Pitt the Elder Society. The department also offers an annual GCSE trip to Berlin, with regular A Level trips to Washington DC for the modernists and to France for those studying the early modern period.

Part of the responsibility of the Head of History is to work closely with the Chair of the McElwee Scholarship Committee, a history-based scholarship programme which offers a travel bursary to visit sites of particular cultural interest in Europe. This whole school initiative involves short listing proposals, arranging student interviews with Governors, and then hosting the presentations evening after travel.

Key Tasks:

Key Responsibilities and Accountabilities (in addition to that of the Subject Teacher):

The Head of Department is expected to:

- encourage high standards in all aspects of School life.
- contribute to the effective and efficient management of the School.
- promote a School culture which is happy, purposeful and productive.
- support and motivate students, teachers and other School employees.
- enthuse staff and pupils about the Department's subject.
- encourage consultation and discussion in the Department.
- communicate effectively with parents and guardians.

Heads of Department (HoDs) are responsible for the academic progress of students who study their

subject. They are responsible for supporting the work of subject teachers and making sure that all members of the Department participate effectively. They should encourage, manage and support the professional development of staff within the Department and promote a working atmosphere which encourages co-operation and values the contribution which individuals make to the work of the Department.

Key Tasks:**1 Main Duties**

- 1.1 To provide the annual review of public exams to the Deputy Head (Academic) and Head by mid-September.
- 1.2 To renew Department schemes of work annually and update Department Handbook by the end of 1st Exeat in the Michaelmas Term for publication online.
- 1.3 To promote the School's aims at all times with colleagues, parents, pupils and the public.
- 1.4 To visit or invite prep and primary school pupils and staff to aid recruitment and to promote the School and Department.
- 1.5 To support the School's priorities and ensure that School policies are carried out consistently.
- 1.6 To provide professional leadership and management for the subject in order to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students.
 - To check exam board website regularly for specification updates and exam information and to attend or delegate attendance at Exam Board Inset.
 - To support and promote Academically Highly Talented (AHT) pupils in the Department through enrichment activities.
 - To ensure support clinics and other academic support measures are staffed according to the timetable and needs of the pupils.
- 1.7 To play an important role in developing School policy in relation to subject area through academic, faculty and departmental meetings.
- 1.8 To support, guide and motivate teachers with regular weekly departmental meetings at which minutes should be taken and circulated to department staff and line managers.
- 1.9 To evaluate the effectiveness of teaching and learning of the subject curriculum through regular lesson observation in line with PRPD assessment.
- 1.10 To establish the Department's priorities, aims and objectives and SMART targets and monitor progress in one year plans which are reviewed with the Faculty Chair and Deputy Head (Academic).
- 1.11 To carry out efficiently and effectively the PRPD Policy, record on HRPro and report back to Faculty Chairs; to include termly mark book checks, file and marked work checks.

- 1.12 To monitor online departmental resources and ensure annual checks and upgrades of both pupil and shared staff resources.
- 1.13 To mentor and support departmental staff who are on PGCE or SCITT courses and also any ECTs in the Department.
- 1.14 To oversee the training, adherence to and management of appropriate Health & Safety, risk assessments and Child Protection training issues related to the Department.

2 Responsibilities for Pupils

- 2.1 To establish clear policies and practices for assessing, recording and reporting on pupil achievement, monitoring APG grades to check they are awarded according to published guidelines.
- 2.2 To use this information to recognise achievement and set targets for future improvement.
- 2.3 To ensure CAT and ALP scores and exam marks, as well as any SEND needs, are recorded by and discussed with departmental staff and individual pupils monitored and supported to achieve.
- 2.4 To prepare pupils for internal exams through revision skills & notes specific to the subject, intranet resources and classes.
- 2.5 To prepare pupils for public exams through past paper practice and understanding of exam rubric.
- 2.6 To support pupils through weekly academic clinics.
- 2.7 To provide extension work for Junior and Senior pupils in class and activity time.
- 2.8 To ensure History Society meetings are held for Junior and Senior Stoics and guest speakers are invited or pupils taken on visits.
- 2.9 To liaise with the Tutors and Houseparent(s) over pupils' work and behaviour.
- 2.10 To give advice to pupils and tutors re option choices.

3 Responsibilities for Staff

- 3.1 To make new staff aware of their roles and responsibilities as subject teachers.
- 3.2 To ensure the regular setting of appropriate and challenging preps which are assessed according to the school marking policy and returned to pupils within the week.
- 3.3 To be involved with the recruitment of new staff by evaluating all applications received and assisting with the interviews of candidates.
- 3.4 To support the work of all staff and encourage an atmosphere of co-operation and mutual trust within the Department.
- 3.5 To support staff over pupil disciplinary problems with HoD/Department detentions.

- 3.6 To monitor and record staff progress through PRPD system.
- 3.7 To promote staff development, for example, by delegating responsibilities within the Department to ensure career and professional development.
- 3.8 To encourage staff to develop professionally by attending courses, offering INSET within (and outside) the Department, taking distance learning programmes, etc.
- 3.9 To promote the effective use of ICT by pupils and staff to aid learning.
- 3.10 To ensure compliance with the current teaching staff handbook.
- 4 Responsibilities as Subject Leader**
- 4.1 To ensure complete curriculum coverage, continuity and progression in the subject for all students, including those with high ability and those with special needs.
- 4.2 To make sure that teachers are clear about teaching objectives in lessons and encourage visits by others both inside and outside the Department.
- 4.3 To encourage cross-curricular links with other departments.
- 4.4 To keep up-to-date with changes within the subject and national curricula and, within that context, make recommendations to Deputy Head (Academic) about new courses, staffing needs, new materials and INSET needs.
- 4.5 To lead professional development of subject staff through example and work with the Head of Teaching & Learning to support and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise, visiting lessons, etc.
- 4.6 To negotiate departmental staffing requirements and teaching load.
- 4.7 To co-ordinate the annual budget and maintain an inventory of departmental stock.
- 4.8 To ensure appropriate cover work is set in the case of a department member's absence and the Academic Administrator is informed of the absence.
- 4.9 To act as a focal point for information on the subject and the pupils who take that subject.
- 4.10 To liaise with the Skills Support Department as required.
- 4.11 To liaise with the Examinations Officer regarding external exams; entering pupils for appropriate exams; checking entries and checking the exam papers.
- To prepare analysis of external exam results with comments on pupil success and failure and assessment of results by staff sets for Deputy Head (Academic).
- 4.12 To liaise with the Exams Officer for setting of internal exams, supplying correct papers and exam marking and results are completed by published deadlines.
- To ensure that grades from internal exams are loaded onto Gradebooks on iSAMS by the required deadlines.
 - To use ALPS Connect to help prepare brief analysis of internal exam results with

comments on pupil success and failure and assessment of results by staff sets.

4.13 To liaise with the Heads of Section regarding course outlines for Courses Guides for GCSE and A Level choices.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.


Date agreed: April 2024

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> An Honours degree (or equivalent) in the relevant subject(s) 	Post Graduate Certificate in Education.
Specialist Skills and Experience	<ul style="list-style-type: none"> A minimum of five years' teaching experience. Managerial and administrative experience within a teaching environment. A commitment to safeguard and promote the welfare of children. 	Basics of financial management (departmental budgets).
Personal Qualities	<ul style="list-style-type: none"> A willingness to participate fully in the pastoral care, School duties and extra curricular activities. 	

	<ul style="list-style-type: none"> An ability to motivate, enthuse and influence with strong interpersonal skills. 	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p>Date Agreed: April 2024</p>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Head of History we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
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Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5