

**JOB DESCRIPTION**

**TEACHER OF POLITICS AND HISTORY – FULL OR PART TIME**

This is a superb opportunity for a scholarly, well-qualified and inspirational Politics and History Teacher to join this highly experienced and very successful department.  The successful candidate will be able to teach Politics and History to Key Stage 5 and be keen to help develop extra-curricular activities.

All teachers are appointed by the Headmistress and are expected to:

* Have a strong passion for the subject and its energetic and accessible delivery in the classroom
* Enjoy enhancing the delivery of Politics and History in the school outside of the classroom including assisting with the department’s co-curricular programme
* Inspire confidence in the girls so that they ask questions and articulate their own understanding
* Have a proficiency in ICT; its use in the classroom and as a data tool
* Plan and prepare relevant material to teach classes allocated to them, according to the policies of the department. Keep a record of their teaching
* Set and mark pupils’ work regularly and appropriately; record marks, monitor and assess progress and write reports as required
* Work positively and co-operatively as a member of a team to include liaising and working with colleagues in operating mark schemes, researching materials, keeping abreast of new developments and developing new courses
* Take a full part in professional development including training
* Share in pastoral responsibility for all pupils in school and especially for those in their tutor or teaching groups, liaising where appropriate with pastoral staff
* Maintain good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school. The teacher must be familiar with the school and departmental policies on discipline and health and safety
* Share in supervisory and general duties; uphold good standards of behaviour and punctuality among pupils
* Attend staff meetings and participate in working groups as required
* Attend Assemblies and as often as is reasonable other school functions, playing an active part in wider aspects of school life including extra-curricular activities
* Attend Parents' Evenings
* Be a part of the School's performance management programme
* Adhere to School policies
* Undertake any other reasonable task requested by the Headmistress



**PERSON SPECIFICATION**

**TEACHER OF POLITICS AND HISTORY**

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| **Qualifications and experience**  | * Experience as an excellent classroom teacher (desirable)
* Good academic education to degree level (in a related subject)
* Teaching qualification (desirable)
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| **Personal Qualities** | * Hard working, with a positive and enthusiastic attitude
* A team player, with a sense of humour
* Proactive - ability to follow and lead new initiatives
* Eager to improve your own professional skills
* Understand and respect the principles of confidentiality
* High professional standards of yourself and students
* Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise
* Personal warmth, good rapport with pupils, colleagues and parents
* A personal love of Politics and History and of learning and an ability to convey this to students
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| **Skills** | * Excellent communication skills, particularly when addressing staff, pupils or parents directly
* ICT literate, confident in the use of ICT and/or the ability to learn quickly when using unfamiliar packages
* Excellent time management and organisational skills
* A commitment to getting to know each student as an individual learner
* The ability to work flexibly, using own initiative and prioritising effectively
* The capacity to work accurately under pressure with attention to detail
* Strong problem solving skills
* Excellent command of the English language
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| **Philosophy and Ethos** | * A commitment to safeguarding and promoting the welfare of children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children
* A commitment to the ethos and strategic direction of the school
* A strong support for the ethos of the school
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