



WELLINGTON COLLEGE
INTERNATIONAL
TIANJIN

HEAD OF HISTORY

JOB DESCRIPTION

POST TITLE: HEAD OF HISTORY

REPORTS TO: The Head of Senior School

Wellington College is committed to providing world-class educational opportunities in the city of Tianjin. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

ABOUT US

Wellington College International Tianjin’s Senior School provides pupils aged 11-18 years with access to an education rooted in the strong values and progressive approach to learning synonymous with Wellington College. The school offers its pupils rigour and challenge throughout the journey from Key Stage 3, largely mirroring the national curriculum in England, and then on to IGCSE and A Levels in Key Stages 4 and 5. We aim to prepare pupils for success during and after their time at the College; the overwhelming majority of our leavers in Year 13 go on to study at universities across the world.

Within a culture of shared vision, mutual respect, high academic standards, open communication and a commitment to best practice, the teachers at Wellington form an integral part of a close team determined to develop and evolve in their personal and professional development.

TIANJIN

China today boasts at least two of the world's great cities on its mainland – Beijing and Shanghai. While these megacities, with populations well in excess of 20 million people, hog the limelight, so-called 'second tier' cities, such as Tianjin provide some light relief from the hectic pace of life. Tianjin may be the largest city most people have never heard of; it is China's 4th largest city, with over 15 million people spread across its main urban centres. It is the former port city for Beijing, providing the capital with its access to the sea and the trade routes across the world.

Any visitor to Beijing or Shanghai cannot have failed to notice the scale of those cities, and with that vast size comes an almost inevitable compromise in terms of traffic jams, higher prices and crowds of tourists and locals alike. Tianjin, by contrast, has a rather less frenetic pace of life. Inhabitants can take long, peaceful walks along the beautiful HaiHe river or mooch around the former European concession areas in WuDaDao. It is a big city, but with the feel of a compact and connected centre – the 'downtown' areas of shopping, sporting and leisure facilities all sit within a few square kilometres of the CBD. Strolling, jogging or cycling around the city is remarkably easy and affords a chance to see the historic and cultural highlights whilst never being too far from a restorative coffee shop or restaurant.

The city's traditional heart is around the Drum Tower, just a few minutes' walk from the school. Here, arts and crafts' shops rub shoulders with antique dealers and restaurants offering local Tianjin delicacies. Further along the river, and again within easy reach of the school, lie the former concessions, sections of the city which in the 19th Century were annexed by the major world powers, including Britain, Germany, the US and Japan. All saw in Tianjin the chance to exploit Chinese trade, and as a result, the city has developed some historic areas which reflect the architecture and ambitions of their former occupiers. A day spent wandering around WuDaDao, or the recently restored Italian concession area, makes for a fascinating journey into the city's past. Venturing outside the city, Tianjin has its own stretch of the Great Wall, which makes for a scenic and peaceful two-hour hike: the crowded Wall sections around Beijing will seem a million mile away once you set foot on the Huangyaguan stretch of this UNESCO World Heritage site.

I General

The post of Head of Department is an important key middle leadership position.

The Head of History is a team leader with responsibility for all aspects of the leadership and management of the members of the department. He/she should aim to inspire and to facilitate the best possible teaching and learning in his/her subject. He/she should aim to generate an enthusiasm for the subject amongst teachers and pupils and to promote the subject within the school.

2 Responsibilities to members of the Department

- To lead, train, guide and support members of the department and to oversee their career development in conjunction with the Master, making recommendations (via the Head of Senior School) for appropriate in-service training.
- To arrange department meetings for the subject on a regular basis and to keep minutes of these meetings.
- To ensure that the department is aware of all school and department policies.
- To ensure regular and effective liaison with colleagues in the Junior School, Learning Support department, the ICT department and Library staff.
- To delegate departmental duties by agreement with regard to each colleague's interests, abilities and his/her overall commitment to the school; to provide an ICT representative for the department; to provide job descriptions for positions of responsibility within the department.
- To agree the allocation of lessons to the department in the weekly timetable with the Head of Senior School.
- To allocate the teaching of sets in the subject within the constraints of the timetable, ensuring the fair distribution of age groups and ability groups.
- To induct new staff, within the school's policy, and monitor their progress in liaison with the Second Master and Head of the Senior School with special responsibility for newly qualified teachers.
- To arrange mentors for PGCE trainee teachers when they are attached to the department and to work in liaison with the member of staff i/c PGCE students.
- To arrange lesson cover work for absent colleagues, if there is no prior work provided.

3 Responsibilities to the Pupils

- To provide the best possible educational experience both in and out of the classroom, for pupils of all abilities and at all levels in the school.
- To ensure the provision of the highest quality teaching and of access to a range of activities as outlined in the scheme of work.
- To ensure pupils are well informed as to option choices, in particular with reference to potential university entrance requirements.

4 Responsibilities

- To generate and review a development plan for the subject within the school's general educational policy, and to work in close liaison with the Head of Senior School.

- To inform the Master and Head of Senior School of successes arising from the work of pupils studying the subject and of any pupils posing or encountering problems.
- To bring forward problems of any kind arising from the teaching of the subject and to inform the Master and Head of Senior School of any staffing matters.
- To advise on the performance and development of colleagues within the department
- To write job descriptions for appointments; to help short-list and to interview candidates for vacant posts in the department.

5 Administration of the Department

(i) Budget, Resources and Planning

- To prepare the annual budget request for the Bursar and Head of Senior School and to manage the department budget, in conjunction with the Accounts Department.
- To prepare and update annually a department development handbook in accordance with the school's guidelines.
- To prepare or acquire suitable resources for the teaching of the subject at all levels
- To maintain resources in good order and to organise and store departmental resources in a way that provides ready access to colleagues and maintain an inventory of departmental resources, as required by the Bursar.
- To arrange for the adequate equipping of departmental rooms where the subject is taught, in consultation with Head of Operations and to notify the Operations Department of any immediate repairs needed to the fabric, fixtures and fittings of these rooms.

(ii) Curriculum

- To prepare and maintain detailed schemes of work at all levels for use by members of the department.
- To establish and to maintain links with institutions and organisations outside the school, as appropriate.

(iii) Assessment

- To prepare and maintain a published assessment scheme and policy for the department, within the school's overall policy for examinations and assessment.
- To select syllabuses and public examinations within the school policy, compatible with the needs and attainment of the pupils. To make appropriate arrangements with the Examinations Officer for public examinations.

- To make arrangements in liaison with the Examinations Officer for internal school examinations.
- To maintain records and ensure completion of coursework by all candidates according to the requirements of Examination Boards. To agree the timing of large assignments with the Head of Senior School. To liaise with other departments where there is an overlap of syllabus content or when skills are transferable.
- To submit to the Master and Head of Senior School an analysis of the results of pupils within the department, based on their performance in public examinations, and to keep a record of these.

(ii) Other

- To attend Heads of Department meetings and other meetings as required by the Master.
- To arrange for the circulation and updating of set lists in the subject.
- To advise the Second Master of candidates for school prizes in the subject.
- Where appropriate to arrange department exhibitions to secure suitable publicity for the department's work within and beyond the school and to give presentations at staff meetings, Heads of Department meetings or other meetings as required.
- To help maintain corridors and other public spaces within the department in good order and to seek to provide an attractive and stimulating environment in which to work.
- To carry out risk assessments in the department as required by the Operations Manager.

Knowledge, Experience and Profile

Required Qualifications / Skills:

- A relevant degree (BA) and professional teaching qualification is essential
- A passion for History and the ability to share this with as wide a range of students as possible
- Excellent subject knowledge and an interest in current developments in History
- Fluency in written and spoken English to enable effective communication with students and in working relationships
- Knowledge of A-level/GCSE/IGCSE curricula, their delivery and assessment is desirable
- The desire to put the wellbeing each student at the heart of what they do and can demonstrate how they will support the development of the school's eight aptitudes.

- Excellent inter-personal skills
- Honesty, integrity, compassion, flexibility and a good sense of humour
- Strong organizational, self-management and problem-solving skills

Desirable Qualifications / Skills:

- Experience teaching A level (or equivalent) in History
- Experience teaching the Cambridge International Examinations IGCSE
- Experience using Moodle (or a VLE) to enrich students learning
- Experience teaching and mentoring EAL students

“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.”

ITFCP Statement of Commitment

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Tianjin is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.