

Appointment of Head of History & Politics (Fixed term) April 2024



The Role

An excellent opportunity has arisen at St Teresa's School (Part of the Effingham Schools Trust) to appoint an enthusiastic, dynamic, energetic and well-organised Head of History and Politics to cover maternity leave for a fixed term of up to one year. This is an exciting opportunity for someone to join and oversee a highly successful department and we are looking for an energetic and enthusiastic person to contribute to life in a busy school community of girls aged 11 – 18.

The School

St Teresa's has a school population of 680 including over 80 boarders, and a healthy Sixth Form. The school has its own Preparatory School. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St Teresa's offers a strong, caring community based on its Catholic traditions, but remains an inclusive environment that welcomes pupils from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

Location

St Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive. Own transport to/from the school is required as there is no public transport available.

Facilities

The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

A number of new facilities have been provided to meet the needs of a modern education. These include a brand new Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite and an IT Hub. In addition, pupils at St Teresa's enjoy a swimming pool and an all-weather pitch.

The Vision

In 2019, neighbouring and complementary schools St Teresa's and Cranmore came together to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages, and bringing strength and stability to both schools.

EST is delighted to be able to build on this success with the announcement that Manor House School joined the Trust from September 2023, forming a dynamic educational triumvirate. Three modern, progressive schools, Cranmore, Manor House and St Teresa's each have enviable track records, delivering best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

The new partnership will allow each school to focus on its strengths whilst retaining its individuality, presenting to all pupils an extraordinarily rich variety of shared events, facilities and resources to provide a distinctive and distinguished education for pupils of all faiths and backgrounds.

EST's diamond model will offer the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before finally returning to co-education at Sixth Form. This method reflects and acknowledges that girls and boys approach their learning in differing ways at different developmental stages

The History Department

The History Department is flourishing at St Teresa's and is currently one of the most popular choices at A Level and GCSE. There are currently three full time teachers.

Main Duties and Responsibilities

- The Head of History & Politics is responsible for the teaching and learning of History and Politics throughout the school.
- To develop appropriate syllabuses, materials and schemes of work and constantly develop pupils to help them to achieve their goals.
- To organise and attend departmental meetings and work cooperatively within the department.
- To work with the Deputy Head (Academic) on timetable allocations.
- To work closely with colleagues to maximise the success of the department.
- To oversee the professional development of staff within the department.
- Formulating budgets, managing department budgets, ordering and auditing department resources.
- To take an active role in helping to organise and lead some of the extra-curricular activities offered by the department, including overseas trips.
- To play an active role and contribute to the wider school community.
- To always set a good example to the students, including in matters such as dress code and moral conduct.
- To maintain pupil safety and welfare at all times.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discounts available on school fees. Full terms and conditions provided by the Director of Finance.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

Application and Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website www.st-teresas.com

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

| Closing Date for Applications: | Monday 11 th December 2023 |
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| Applications should be sent to: | Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST |

St Teresa's reserves the right to interview at any stage of the selection process.