



SHREWSBURY SCHOOL



Information
for Job Applicants

Head of History

Full-time from
September 2021



Shrewsbury School



Shrewsbury School, The Schools, Shrewsbury, SY3 7BA
Tel: 01743 280500
vacancy@shrewsbury.org.uk
Shrewsbury School is a Registered Charity, No. 528413





SHREWSBURY SCHOOL

Headmaster's Welcome



Having moved to Shropshire with my wife and young family relatively recently, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer.

We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.

Welcome to Shrewsbury School

Set above a gracious curve of the River Severn, amidst what Sir Neville Cardus described as "the most beautiful playing fields in the world", Shrewsbury is a co-educational school of some 790 pupils. Founded by Royal Charter in 1552, the School moved to its current location in 1882. Girls first joined the Sixth Form in 2008 and we are now fully co-educational throughout the school.

With a new 19-classroom humanities block opened in September 2015, a state-of-the-art Design and Technology building opened in September 2016, a fully refurbished and upgraded Library and a series of phased large-scale building and refurbishment projects planned to follow, this is an exciting time to join Shrewsbury School.



History at Shrewsbury: background

The History Faculty numbers seven full time teachers; many of whom carry additional responsibilities. The Faculty meets fortnightly to discuss pupil progress and explore best practice in the classroom. History is fortunate to be housed in the Hodgson Hall building; opened in September 2015. History is on the top floor and has five purpose built spacious, modern classrooms for teaching along with a Faculty Office and 'break out' area. Each classroom is fully equipped with projectors and a teacher terminal along with an audio-visual control panel.

All pupils take History in the Third Form (Year 9). The Faculty has recently introduced a new 'Origin' course which investigates the causes and consequences of the First and Second World Wars, as well as the pursuit of universal suffrage in Britain, c.1800-1928. Classroom activities and Top Schools (homework) develop extended essay writing, source evaluation skills, and digital literacy in order to prepare our pupils for study at GCSE level.

History is a very popular option at GCSE; on average 80-90 pupils a year opt for the subject. We presently follow the CIE IGCSE syllabus, and focus on International Relations, 1919-89 and Germany 1918-1945. Rather than coursework, students complete a third examination (Paper 4) focusing on their depth study of Germany. From September 2021 the Faculty plans to introduce AQA GCSE History. The aim is to create greater continuity of knowledge and skills between GCSE and A Level History in the Sixth Form.

At Sixth Form level, the Faculty offers AQA A Level – a two-year linear option which currently attracts around 50 students from the Lower Sixth. Current topics include a breadth study on the age of the crusades, c.1071-1204 and a depth study on modern Britain, 1951-2007. Pupils also complete a 4,000-word NEA on Tudor Rebellions as part of the course.

Experience of teaching AQA A Level is not a requirement, but an enthusiasm and readiness to engage with the course would be a considerable advantage as it forms such an important part of Faculty teaching.



The Faculty enjoys considerable success in public examinations, consistently achieving outstanding academic results year on year. Furthermore, each year a number of students apply to Oxbridge to read History or a related course and a tailored programme is provided to these pupils as well as to any other pupils committing to the subject at degree level.

The Faculty is keen to provide a range of extension opportunities for our pupils. The Bastille Society hosts regular lecturers from experts in the field and these events are always well attended. Recent trips include visits to the World War I battlefields and Berlin for Third Form and GCSE pupils respectively. Contribution and commitment to the extension programme of the Faculty would be an expectation of all Faculty members.



Head of History: Job Description

There will be a vacancy in September 2021 for an enthusiastic, well-qualified Head of History.

The successful applicant should be able to provide strong leadership and thus ensure the effective delivery of History throughout the School. The successful applicant will also be an experienced, dynamic and inspirational teacher of History at all levels from Year 9 up to Oxbridge and will lead by example in driving pupil enthusiasm and delivering lessons of the highest calibre.

Main duties and responsibilities:

The Head of an Academic Faculty is responsible to the Deputy Head Academic and the Headmaster for the organisation of the staff, resources and teaching programmes within the Faculty. He or she is expected to work closely with the Deputy Head (Academic) who is responsible to the Headmaster for the overall running and development of the academic curriculum and the academic welfare of the school. The main responsibility of the Head of Faculty is to ensure that the Faculty is effectively managed and led. The Head of Faculty should also steer the Faculty in a manner consistent with the Academic Priorities of the school in accordance with the School Development Plan.

Particular responsibilities include:

STAFFING:

- To ensure a fair teaching load and spread of sets across members of the Faculty. (Liaison with the Deputy Head Academic and the timetabler).
- Ensuring equitable and effective delegation of responsibilities within the Faculty.
- Overseeing the Continuing Professional Development of faculty staff.
- Assisting in the appointment of staff to the Faculty.
- Actively support Faculty members' CPD, both as provided at school and externally.

TEACHING & LEARNING:

- Monitoring the quality of lessons through regular lesson observation and the sharing of good practice.
- Ensuring high standards of teaching (including digital learning) within the Faculty, including the proper setting and marking of work.
- Monitoring academic progress and writing reports and references as necessary.
- Contributing to teaching within the Faculty (teaching approx. 22 periods per week).
- The promotion of independent and active learning.

SPLD/ EAL/ G&T:

- Active SPLD/ EAL liaison accordingly with the Learning Support and EAL departments.
- The preparation of pupils for Oxbridge entrance.
- Providing opportunities beyond the classroom, as appropriate, in the form of trips, lectures and events of a classical nature.
- Support the Bastille Society and Academic Extension programme.



Head of History: Job Description continued

TIMETABLES & SETTING:

- Being responsible for setting pupils according to attainment and ability at certain levels, and seeing that the set-lists on the school database are up-to-date and accurate.
- Preparing the faculty timetable and thus allocating staff to their teaching sets.

COURSES:

- Being fully aware of the range of Examination courses available and guiding the Faculty in the selection of specifications.
- Leading an implementing the delivery of new specifications and courses.
- Determining and developing syllabuses/ specifications and courses.
- Giving advice about curriculum choice and further education to pupils and parents as appropriate.

FACULTY ADMIN:

- Organising and chairing regular, well-managed Faculty meetings, which enable all staff to contribute to planning and policy making.
- Playing an active part in Heads of Faculties' meetings and attending any other meetings as directed by the Deputy Head (Academic).
- Setting and monitoring internal examinations within the Faculty and analysing the results.
- Ensuring the annual Faculty development plans (contained in the Faculty handbook) reflect the objectives presented in the current whole-school development plan.
- Revising annually the Faculty handbook/ scheme of work, including a written report on public examination results.
- Setting, marking and analysing entrance tests in History both for 16+ entry and also composing the school's 13+ entrance scholarship examinations in History.
- Marking the Common Entrance papers in History and attending the markers' meeting to discuss and analyse the results.
- Maintaining the faculty VLE pages.
- Maintaining and running the faculty library, ensuring that book stock is up to date and that books are signed for and returned.
- Maintaining and running the faculty bookstore: ordering text books and seeing that books are either returned at the end of the course, and keeping the stock in good order in its store.
- Monitoring Health and Safety issues and conducting regular fire-drills in the Main School Building.
- Preparing, and controlling, the faculty budget.
- Liaising with the School's Examination Officer, Examination Boards and Examiners as required, for the entering of candidates for public examinations and for the analysis and challenging of results. The Head of Faculty will be expected to be available for consultation and advice when results come out in August, for instance.
- Supporting existing and helping to develop future Partnership and Community Engagement projects.





Head of History: Job Description continued

MARKETING:

- Promoting an enthusiasm for academic study and increasing the awareness of, and interest in, the subject throughout the School.
- Making the Faculty area attractive and welcoming to pupils.
- Ensuring that the Faculty page on the school website is up to date.
- Being a powerful and articulate advocate of the subject throughout the school and in particular at the annual options fair for prospective 6th form students.
- Promoting links and co-operation with other faculties within the school and with sister faculties in other schools. Attendance at the annual Rugby Group meetings is a key aspect of this role.

More detail can be provided at interview and at <https://www.shrewsbury.org.uk/page/history>

A full induction programme is provided for all new members of staff .

Accommodation may be able to be provided.

Shrewsbury School has its own salary scale which compares favourably to similar schools.

More information can be provided at interview—see page 12 for the application procedure.



Hodgson Hall: Humanities building and lecture theatre



Personal Specification: Head of History

Shrewsbury School seeks to deliver an outstanding educational experience in all fields to its pupils. It requires staff with the ability, expertise and enthusiasm to support this ambition.

It is anticipated that the successful candidate will demonstrate the following:

Subject Teaching

- Excellent honours degree in History or a closely related subject.
- Ability to provide stimulating, well-planned lessons across the age and academic range within the school.
- Outstanding subject knowledge to challenge the most able pupils and achieve strong results at Sixth Form level.
- Some experience with mathematical software to aid teaching.

Pastoral and Co-Curricular duties

- Commitment to boarding school life and the ability to carry out the role of tutor effectively.
- A professional, caring and compassionate approach to dealing with pupils throughout the school.
- Willingness to be involved in some co-curricular activities.

Personal Qualities

- Suitability to work with children. An enhanced Disclosure and Barring Service (DBS) check will be completed on the successful applicant.
- Strong communication skills (both oral and written) for dealing with pupils, parents and colleagues.
- Conscientiousness, enthusiasm, and the ability to sustain long hours at times during term, including evenings and weekends.
- Strong organisational skills, and the ability to meet deadlines.
- Ability to work independently and also in a team.
- A positive attitude towards professional development and their own learning.

Role as Head of Faculty

It is not a requirement for applicants to have previously held a post as Head of Faculty. However, it is anticipated that the successful candidate will demonstrate evidence of:

- “People skills” to manage a team of 6 faculty teachers, and to resolve difficulties as they may arise.
- Administrative skills to organise the faculty in the school.
- The vision to maintain the faculty’s high profile within the school and to lead the faculty forward.



SHREWSBURY SCHOOL

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation. Our aim is to instil a rigorous approach to academic work, based on the encouragement of independent thinking and intellectual curiosity. We believe that learning should be a habit that is inculcated for life, not only a means to short-term examination success.

Through the diverse opportunities we offer our pupils, we aim to encourage and enable them to become caring, thoughtful, confident members of society. Salopians should be ambitious yet not arrogant, generous in spirit, interesting, interested and able to respect and communicate effectively with people of all backgrounds.

To this end, we will always strive to achieve the highest possible standards in the breadth and quality of the curriculum we offer; the provision of our facilities and resources, and the achievements – whether academic, sporting, musical, theatrical or artistic – of our pupils and staff.

We delight in the uniqueness of a Shrewsbury School education; a blend of values, traditions, inspiring people, a beautiful location, participation in the world beyond school, and a strong belief that life is what you make of it.



International Links

The links between Shrewsbury UK and our first licensed international sister school in Bangkok, the Riverside Campus, which opened in 2003, have grown stronger and stronger. 2016/17 saw further development of this link, with the signing of the Licence Agreement for a second school in Bangkok, Shrewsbury International School City Campus, to complement the success of the Riverside Campus. Now there are three Shrewsbury International Schools, the two in Bangkok and another in Hong Kong, which was opened in 2019, with further schools scheduled to open in China.

The international and mother schools share a commitment to encouraging intellectual curiosity and respecting diversity, and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of both schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there.





SHREWSBURY SCHOOL

Academics at Shrewsbury

Our aim in the classroom is to inspire and enthuse pupils from across the top of the ability range. In recent years, on average, up to 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice; we expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for the less academic pupil who surpasses his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.

Teaching at Shrewsbury



Shrewsbury's academic provision endeavours to be exciting, challenging, responsive and versatile. We want pupils to be engaged in a learning process that combines inspirational experience (through curricula, through teaching and through independent initiative) with the sort of rigour and precision that will prepare children not only to produce the sort of spectacular public exam results that they so routinely do, but also to be



empathetic, innovative and leading contributors to the world beyond the school gates.

We believe that education is the process by which children are brought into contact with the world and we take this responsibility very seriously, giving careful thought to the values and behaviours we model and communicate. Above all else, we aim to engender excitement and enjoyment and to cultivate a love of learning for its own sake both in the classroom and well beyond it!

Periods are 40 minutes here at Shrewsbury and there are between 6 and 7 of these each day, including Saturdays. Wednesday, Thursday and Saturday afternoons are dedicated to Sport and Activities. Teachers usually teach 24 periods per week (though this depends on any other responsibilities). In addition, all our teaching staff are allocated to a House for pastoral duties as a tutor, and to our wide ranging co-curricular programme. Involvement and willingness to support both the faculty and the house in a supervisory capacity is also expected (e.g. trips).



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Teaching at Shrewsbury cont'd

We employ approx. 130 teachers across the range of subjects. We accept NQTs as well as recent graduates – all appointments are based on ability in the classroom and outcomes of the interview process. We support those taking their PGCE here at school and those wishing to complete their NQT year; our mentors are experienced and proactive in ensuring these years are a success.



All new members of staff are given a comprehensive programme of inductions to help familiarise them with Shrewsbury life. Their academic and buddy mentors are there to assist the transition to Salopian life and support both professionally and personally.

Continuous Professional Development (CPD) is a key part of the teacher's academic structure throughout the year; at the beginning of each term we organise whole staff INSET training. Typically, over the course of the year, we look at whole school issues in both the academic and pastoral spheres. Time is dedicated to the sharing of ideas in Faculty Teach Meets. Shrewsbury School is committed to the continuous professional development of its staff. Individual training needs are identified both informally and through formal appraisal mechanisms.

As a full boarding school, teaching staff are required to be full members of the community, demonstrating their willingness to help, participate and engage in faculty, house and co-curricular life.





SHREWSBURY SCHOOL

Co-Curricular at Shrewsbury

We want all our pupils, whatever their ability, to enjoy their life beyond the classroom, and Shrewsbury has a well-earned reputation for artistic, musical and sporting excellence. We compete internationally in cricket and rowing, and we are one of the strongest schools in the country for football, cross-country running and fives; facilities and coaching for these and a host of other sports including badminton, basketball, tennis, fencing, lacrosse, hockey, netball, and rugby are excellent.



Our school plays and musicals have drawn praise at the Edinburgh Fringe Festival and in London. As one would expect from one of the strongest music departments in the country, the breadth and quality of music-making is remarkable, and a number of students win places at some of the top music colleges each year.

We also offer our pupils an extraordinary array of clubs, societies and other co-curricular activities many of which take



place on a dedicated weekly activity afternoon. The majority are led by members of school staff. Shrewsbury is surrounded by glorious unspoilt countryside and the School makes the most of its easy access to the Shropshire Hills, the Welsh Marches and Snowdonia.

Pastoral at Shrewsbury



The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (of which there are 13) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



SHREWSBURY SCHOOL

Location

Shrewsbury School lies on the outskirts of the town of Shrewsbury, approximately 50 miles west of Birmingham, and 75 miles south of Manchester. Shrewsbury is served by Virgin trains from London Euston (by changing at Birmingham New Street or Wolverhampton). There are also regular services from Birmingham, Manchester, Liverpool, Oxford, Cardiff and Bristol. The international airports of Birmingham, Manchester, Liverpool and East Midlands are all between 1 hour and 1 hour 30 minutes away (by car or rail).

Shrewsbury is the county town of Shropshire and just nine miles from the Welsh border, is almost completely encircled by the River Severn. Perched on its vantage point directly above the river bank, the School is a ten-minute walk from the town



centre and enjoys a fine view of it across an extensive park ('The Quarry'), which plays host each August to the Shrewsbury Flower Show, the longest-running flower show in the world.

Part of the town's medieval street plan still exists, with many 'shutts' and 'passages' – a maze of narrow alleys, which criss-cross the town centre. Throughout the town there are numerous boutiques and quirky independent shops, restaurants and cafés, and a huge indoor market which won the title of 'Britain's Favourite Market' in 2018. Our Theatre Severn attracts some big acts from Comedians to Musicals. Shrewsbury is one of the few places in the UK where the independent shops outnumber the big chains – one of the reasons it has earned the title of 'Healthiest High Street in the UK'. It also carries the distinction of being named twice in the last two years by Rightmove among the top 10 Happiest Places to Live in the UK, and has **Purple Flag status** for town safety.

Nearby, the Shropshire Hills and the historic towns of Ironbridge and Much Wenlock are within easy access. Although slightly further afield, we are well positioned to enjoy the benefits of the mountains and coastline of North and Mid-Wales.

Shropshire offers a wide range of primary, junior and preparatory schools, both independent and state maintained. Many are small village schools set within a close knit community.

The Schools are in easy walking distance to some of the main residential areas of the outskirts of the town – Radbrook, Copthorne, Belle Vue and Porthill.





SHREWSBURY SCHOOL

The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Ideally please email your documents as 'pdfs' to **vacancy@shrewsbury.org.uk** addressed to the Headmaster, by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to The Headmaster and posted to:

The Headmaster
The Schools
Shrewsbury
Shropshire
SY3 7BA

Closing date for applications:

Tuesday 2nd February 2021, 10am.

Start date: **September 2021.**

Short-listed candidates will then be invited to interview during **w/c 8th February.**

Offers will be given verbally and in writing as soon as possible following interview.

Queries regarding applications should be addressed to **vacancy@shrewsbury.org.uk** or telephone 01743 280500.

Please also see the Recruitment Guidance Notes overleaf.





Benefits and Contractual Terms

Sick pay

4 months in any rolling year, 8 months after 5 years service.

Holiday pay

Entitlement to school holidays as published each year at full pay.

Pension

All teachers will be auto-enrolled into the Teachers' Pension Scheme.

Private Medical Insurance

The School has a fully funded (subject to the prevailing tax rules on Benefits in Kind) corporate membership of a medical insurance scheme and the successful candidate will be entitled to join the scheme.

Training & Development

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life: academic, pastoral and in their wider co-curricular commitments.

Provision of Meals

Lunch is provided at our dining room, Kingsland Hall while on duty. Refreshments are provided on site.

Parking

Parking is provided free of charge on site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use at prescribed times.

Probationary Period

All appointments are subject to a twelve months' probationary period.





Recruitment Guidance Notes: Shrewsbury School 2020

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore any appointment will be subject to the following employment checks:

Application Form:

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter. Note: *CVs are not accepted.*

Ideally your form and letter should be sent as a pdf to vacancy@shrewsbury.org.uk

References:

In order to assess candidates' suitability we shall request at least two references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee.

Right to work in the UK:

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- Current passport or biometric residence permit
- Current driving licence
- Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth
(including those issued by UK authorities overseas, eg Embassies, High Commission and HM Forces)

Evidence of qualifications:

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness:

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary a satisfactory report from your GP.

DBS Disclosure and other checks:

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

If you have spent time abroad for 3 months or more in the last 10 years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

In addition we will contact the Teaching Regulation Agency to check for:

- the award of QTS
- completion of teacher induction
- prohibitions, sanctions and restrictions that might prevent candidates from taking part in certain activities or working in specific positions.