

Presdales School



Candidate Information Pack

Head of Politics

Part-time or Full-time (with second subject)

MPS/UPS + TLR 2a17 (£3214 FTE)



'Pupils thrive at Presdales' Ofsted March 2024

Thank you for your interest in joining our team of outstanding staff. Please find enclosed in this pack general information about the school and specific information about the post.

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed in the Sixth Form. We have a long tradition of providing an outstanding education for our students. Formerly Ware Grammar School for Girls, which opened in 1906, we became Presdales School in the mid-1960s, and a fully comprehensive school in the early 1970s. The mansion house, which fronts the school, and our stunning grounds provide a calm and relaxed atmosphere for our school community.

We are very proud of the high academic standards that our students achieve, regardless of their starting point. Our motto, 'Achievement for All', runs through all that we do. We understand that every student is an individual, with different interests, strengths and characteristics, and we celebrate the diversity that each one of them brings to our community. We believe that all students, with the appropriate balance of support and challenge, can be successful.

We aim to develop their creativity and independence inside and outside of classroom lessons. There is an extensive range of extra-curricular clubs and activities, including numerous trips throughout the school year, which provide students with the opportunity to develop their leadership skills, to be part of a team and to develop a 'can-do' attitude.

Our vision and values are instilled in our students throughout their time with us, whether this be through our House system, the excellent pastoral care they will receive or the culture of achievement for all that we foster in our community. We want our students to be happy and confident young women who are ready to make a meaningful contribution to our global society.

We are now in Year 3 of our BYOD rollout in school, with our current Year 7, 8 and 9 students using chrome books and our Sixth form using their own devices. Other year groups will be rolled out over the new few years.

We are committed to developing our staff from within. We jointly run, with Richard Hale School, an Aspiring Middle Leaders course, an Aspiring Pastoral Leaders Course and an Aspiring Senior Leaders course. CPD can be through external providers, in-school working groups or individual projects as identified by teachers. We are keen that all staff continue to develop their skills and knowledge, and that they have the opportunity to deepen their subject knowledge or progress their careers into middle and senior leadership.

We are seeking to appoint an experienced and enthusiastic teacher to head the Politics Department. The department offers the Edexcel Politics 'A level' syllabus and contributes to the general 'citizenship' curriculum delivered in Key Stages 3 & 4 through SMSC & PSHE. The uptake of students is strong with 2 sets in each of Year 12 and Year 13 and currently we have 35 students in total in Year 12. Results are consistently above the national average and many of our students go on to study related degree courses at university. The department believes strongly in extending the study of Politics beyond the classroom by offering biennial trips to Washington, annual trips to Westminster and regular opportunities to engage in debate and public speaking through Bar Mock Trial and MUN. When appropriate the department also runs mock elections/referendums among the student body.

Over the past year we have been working with staff to ensure that all staff have an appropriate work/life balance. Initiatives include: Free Yoga after school on Friday, free flu jabs, continual programme of replacing staff laptops/chrome books, allowing personal deliveries to school, staff can leave at 2.30pm if they are not teaching or needed in a meeting, an extra occasional day off per year for all staff. We believe that staff work more effectively when they have a manageable workload.

I do understand and appreciate the time and effort it can take to complete an application for a job such as this; thank you for considering Presdales School.

Matthew Warren
Headteacher

Presdales School



Head of Politics

Start date: September 2024
Part-time or Full-time (with second subject)
MPS/UPS + TLR 2a17 (£3214 FTE)

We are looking to appoint an energetic and inspiring Head of Politics

Presdales School is a girls' single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed in the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up. Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.



The school is committed to safeguarding and promoting the welfare of young people and expect staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks.

Closing date for applications: 9.00 am, Wednesday 24 April 2024
(we reserve the right to close applications before this date, so early applications are advisable)

We expect to interview: TBC

Please submit:

1. A letter of application, no more than two sides of A4, outlining how you meet the person specification
2. A completed application form (available on the school website)

Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply.

You can post your application to the school, or send by email to recruitment@presdales.herts.sch.uk
Please note that CVs will not be accepted

Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit



Person Specification – Head of Department

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Qualifications

- A good honours degree
- Qualified teacher (QTS)
- A commitment to on-going professional development with evidence of further study or professional training

Knowledge and Experience

- Successful teaching of subject
- Evidence of adding value to current students
- Knowledge of current educational developments in subject and implications
- Good understanding of how students learn and how to raise standards of achievement
- Evidence of active involvement in own professional development
- *Experience of using data systems such as SISRA/4Matrix/ALPS*

Leadership and management

- Ability to contribute to the recognition and effective use of the talents of the teaching team
- Effective management of student behaviour within the department
- Ability to take difficult decisions and convey outcomes clearly and sensitively
- Ability to foster an open, fair and equitable culture within the faculty

Skills and Abilities

- Able to communicate well, both in writing and orally
- Excellent organisational skills
- Good ICT skills and be able to use them in own teaching
- Able to manage time effectively and work to deadlines
- An excellent classroom practitioner

Personal Qualities

- Committed to safeguarding and promoting the welfare of young people
- Excellent record of attendance and punctuality
- Ability to work well within a team
- Ability to work under pressure and meet deadlines
- The ability to motivate others
- Positive attitude
- Self-motivated and hardworking
- Creative
- Sense of humour



Job Description – Head of Department

Vision and Purpose

- To lead and manage the department, maintaining and striving to continually improve standards
- To teach across the age and ability range, as and when experience allows, and to provide a learning environment that enables all students to make progress regardless of their starting points
- To share the responsibility of all staff to ensure that our students are challenged, encouraged, nurtured and developed as all-round young people
- To develop and enhance the teaching practice of others.

Main Responsibilities

- Teach across the full range of age and abilities
- Committed to safeguarding and promoting the welfare of young people
- Lead by example with high quality teaching
- Monitor and evaluate the progress of students in the department in line with school policies, and lead on actions to address underachievement
- Support and develop staff within your team
- Actively engage in the performance management process to develop staff and monitor standards
- Ensure that there is a high quality curriculum for the department that is fit for purpose, up to date, engaging and can be accessed by all students
- Ensure that the department evaluation and improvement plans are completed and are implemented effectively
- Communicate effectively both orally and in writing with students, staff, parents and governors
- Have a commitment to your own continued professional development
- Lead department meetings
- Ensure that the department budget is utilised effectively and within budget
- Attend middle leaders' meetings and contribute with others to the realisation of the school improvement plan and provide input for the school evaluation document
- Organise resources within the department effectively
- Be a form tutor as required
- Ensure that all students have equality of opportunity
- Promote the school's ethos and culture within the department and wider community
- To comply with the school's Health and Safety policy

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.