

<b>JOB TITLE</b>	Head of Politics
<b>DEPARTMENT/SECTION</b>	Politics
<b>REPORTS TO</b>	Deputy Head Academic
<b>LINE MANAGES</b>	Politics staff

**JOB SUMMARY:**

Politics at Forest School has a long and successful history and results have been strong. The subject is currently offered in the Sixth Form only, where it is popular with students. The person appointed will therefore build on an impressive legacy of success in the subject as well as having ambitious and innovative plans for future developments.

The department presently consists of two highly qualified and experienced specialists, including the Head of Politics.

Results in recent years have been pleasing, and roughly in line with the school average, although the successful candidate will no doubt be motivated by a strong desire to help build on these results in the years to come. Over the past five years, pupils have achieved an average of 80% A\* to B grades at A level, where the Edexcel course is currently followed. Every year numerous pupils go on to read related subjects at leading universities, including successes in Oxford and Cambridge applications.

The department is generously resourced with a wide range of textbooks, and, in common with all Forest School departments, the Politics Department makes full use of opportunities offered in digital and online spaces. All pupils bring a keyboard-enabled device to all lessons, and make use of a wide range of subscriptions (including the Politics Review, the Economist and Pre-Chewed Politics), which are curated by the School's Martin Centre Library.

Beyond the classroom there is a flourishing Politics Magazine Society which is run by students in Years 11, 12 and 13 as well as a Model United Nations society that is open to students from Years 10 upwards. Landmark political events are given a high profile in the school via the Politics department, through whole-school Mock Elections, assemblies and newsletters. Clinics and Oxbridge teaching are also offered by department members to provide support or stretch and challenge as required. Students are given the opportunity to attend political talks at the school delivered by MPs, Peers and political journalists as well as invited to a range of webinars to supplement their learning. The department traditionally runs a wide range of educational visits, including to Westminster, the annual Congress to Campus event at the British Library, hustings events, and a biennial trip to Washington DC.

Typically between 20 and 30 pupils take Politics in Y12 and the course is taught in a linear structure, with all examinations being sat at the end of Y13. The Edexcel specification is followed with feminism as the optional ideology and in Year 13 US Politics is studied.

## KEY DUTIES AND RESPONSIBILITIES:

### Head of Department:

#### General

- Heads of Department are responsible to the Warden (through the Deputy Head Academic) for the vision, policies and culture of their department and for establishing these within the larger framework of Forest School and its strategic plan, particularly in relation to teaching and learning.
- The prime role of the Head of Department is to provide strong academic leadership. He/she is expected to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities in order to allow pupils to achieve and develop to the highest levels.
- The Head of Department will create a culture within the department that promotes an appreciation of the subject in the pupils.
- The Head of Department will maintain the target that all lessons taught in the department are at least 'good' and the majority are 'excellent'.
- The Head of Department will lead the strategic development of the department in line with the school's wider strategic development plan

#### Specific duties

##### *Performance Management*

- Develop his/her own leadership skills to ensure the confident management of the performance of the department.
- Celebrate good performance with praise and challenge underperformance with appropriate feedback
- Act as a role model for other members of staff in the pursuit of academic excellence.
- Ensure the performance of individual staff is managed appropriately, and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with Deputy Head Academic or other Leadership Team staff, as required.
- Put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance, regular lesson observations.
- Meet with the Warden and Deputy Head Academic at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year.
- Engender a culture of excellence, co-operation and respect within the department.

##### *Curriculum*

- Keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary.
- Ensure long, medium and short-term planning (SoW and lesson plans) reflect progress in terms of surface, deep and transferable knowledge and skills

##### *Departmental Profile*

- Promote and represent Forest School both internally and externally.
- Maintain connections with teaching of the subject at university level
- Develop a departmental co-curriculum programme.

##### *Staffing*

- Give teaching allocations to all departmental members, monitoring the overall staffing load.
- Maximise the use of all staffing resources and seek opportunities for collaboration and partnerships beyond the department.
- Delegate departmental responsibilities, as appropriate, deploying staff consistent with their current strengths.
- Lead (with Deputy Head Academic) on the recruitment of subject teaching staff.
- Ensure careful induction of all staff joining the department, including acting as NQT mentor.
- Contribute to appraisal, identify training needs and encourage staff to undertake Inset and other forms of professional development including posts of responsibility.

#### *Examinations*

- Take responsibility for exam specifications, schemes of work, departmental handbook, keeping such matters under constant review.
- To be responsible for overseeing entry procedures according to the instructions of the Examinations Officer, and to meet all the requirements of examining boards in respect of such items as coursework and estimated grades.
- Ensure pupils are prepared for public examinations by monitoring the teaching of the correct syllabus, providing resources and guidance to allow pupils to revise effectively, and communicating appropriate academic information to parents.

#### *Compliance/Health and Safety*

- Ensure a safe and healthy environment for staff and pupils, and full compliance with health and safety requirements.
- Ensure the department is active in implementing the school's published policies, and especially the Safeguarding and Child Protection Policy.

#### *Pupils*

- Ensure pupils develop as strong learners and make at least good progress
- Ensure the appropriate use of IT within the department to allow pupils to use devices positively in service of their learning.
- Ensure the department adhere to the school's assessment and marking policy.
- Ensure lessons allow pupils to develop The Forest Learner characteristics.
- To ensure that in lessons pupils develop good learning behaviour in the classroom.
- Ensure pupils are taught according to their educational needs and abilities, organising appropriate setting and overseeing good pupil discipline in the department.
- To ensure subject choice advice for pupils is appropriate to their needs and abilities.
- Respond to queries and complaints from parents.
- Recommend pupils for academic prizes and encourage use of appropriate rewards.

#### *Meetings*

- Hold regular departmental meetings which have a published agenda, and to make sure records are kept.
- Attend meetings, parents' evenings, information evenings and interview days as required.

#### *Other*

- Monitor and advise on subject report writing.

- Take responsibility for the departmental budget and the organisation of teaching resources in accordance with School protocols.
- Ensure the department's classrooms are attractive and inspiring environments for learners.
- Undertake other duties as specified by the Deputy Head Academic/Warden not mentioned above.

### Teacher job description

This generic job description sets out the main roles and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

#### *In Teaching and Learning*

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupils' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

#### *In the Department*

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

#### *Co-Curricular*

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Head Co-Curricular or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

#### *Pastoral*

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

#### *Other Professional Duties*

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School.
- Take part in the School's performance management scheme and appraisal

*Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.*

#### **SAFEGUARDING:**

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

#### **FOREST SCHOOL'S POLICIES AND PROCEDURES**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the by line manager or Head of Department/Section.