

Job title: Head of History and Politics

Reports to: Deputy Head (Curriculum)

Date reviewed: January 2026

Job Purpose

The Head of Department will undertake all the responsibilities associated with a professional teacher at Scarborough College while leading and managing the History and Politics department.

This role demands a high degree of personal standards in teaching and conduct to command respect from colleagues, pupils, and parents.

The post holder will be responsible for the quality of teaching and learning within the department and will contribute to the wider life of the College through extra-curricular and boarding activities.

Professional Duties

General Responsibilities

- To set high personal standards in teaching, conduct, presentation, punctuality, etc.
- To take a share in the general responsibilities of running the school and supervising of pupils/students, by carrying out duties in accordance with published schedules.
- To undertake the role of Form Tutor as and when required and carry out all duties and connected responsibilities including taking registers in accordance with regulatory requirements, contributing to the PHSE programme and following up on all pastoral and academic concerns for individual pupils in the form.
- To be aware of the College's policies and to comply with their recommendations and procedures.
- To support the College's commitment to safeguarding and promoting the welfare of children and young people at the school.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate.
- To read daily notices and attend staff briefings and other staff meetings and act upon information or arrangements.
- To attend assemblies when on site.
- To attend the Parents' Meetings for relevant year groups.
- To supervise and, when possible, teach any pupils/students whose teacher is not available to teach them.
- To participate in and co-operate with, the school's arrangements for the professional development of teacher performance.
- To demonstrate an interest in continuing professional development and educational developments.
- To communicate effectively in meetings with colleagues, parents, etc.
- To communicate potentially important information to Form Tutors, Heads of Tier and/or SMT.
- To contribute to the College's extra-curricular and boarding activities programme beyond normal teaching hours and at weekends.

Teaching and Learning

- Teach timetabled lessons and follow structured schemes of work that ensure progression from Prep to Senior School.
- To teach timetabled lessons and undertake all necessary preparation for the teaching of these lessons.
- To follow structured schemes of work which ensure continuity and progression from Prep to Senior School and within KS3, KS4 and KS5.
- To keep a check on absentees and follow up as appropriate.
- To select appropriate materials and methods of teaching including differentiated materials for children with special educational needs and EAL needs, and IEPs as appropriate.
- To establish good working relationships with groups and individuals and to encourage pupils to be actively involved in their own learning.
- To promote and maintain an environment where pupils/students feel safe and able to learn.
- To set and mark classwork and homework in accordance with College and departmental policies.
- To monitor pupils' performance and notify form tutors of pupils who persistently fail to meet deadlines.

- To set work for classes in cases of planned absence and for unplanned absence, if possible. To ensure that all equipment is available for such lessons.
- To keep records of pupils'/students' progress and be prepared to discuss individual progress with relevant staff and parents.
- To write reports on pupils'/students' progress and provide grades in keeping with the College's Assessment and Feedback Policy by the required deadlines.
- To prepare comments for references as requested.
- To set and mark internal examinations, entrance assessments and scholarship papers. To invigilate such examinations as required.
- To know and comply with the requirements of the examination boards. To conduct or invigilate examinations of any kind including Controlled Assessment in accordance with such requirements.
- To review one's work both individually and within the school as a whole.
- To communicate with the Headmaster/Deputy Head (Curriculum) over matters of curriculum, examinations, budget and resources, classroom management, staffing, staff performance and discipline.
- To attend departmental meetings and to contribute to departmental discussions about policy, teaching methods, future plans, etc. To assist in the implementation of any agreed policy.
- To prepare for and assist with Open Days, Prizegiving and other major school occasions.
- To ensure that care is taken of departmental resources and ensure classrooms are tidy, with appropriate displays.
- To ensure that the classroom is a safe environment in which to work.

Head of Department Responsibilities

To lead and manage the department in the following ways:

- Manage, monitor and evaluate all forms of pupil learning and assessment
- Formulate, in consultation with the Deputy Head (Curriculum) and the Headmaster, the aims and objectives of the department.
- Be responsible for creating and updating a Departmental Handbook to include the policies and procedures which are fundamental to the high quality teaching and learning.
- Oversee syllabuses for public examinations.
- Construct schemes of work within the department, ensuring adequate provision for children of all abilities including Special Educational Needs, EAL and those identified as 'most able'.
- Evaluate, quality assure and performance manage departmental staff members' teaching and ensure that staff within the department effectively and regularly assess pupils' work.
- Organise internal examinations and scholarship assessments.
- Ensure all pupils' academic progress is effectively monitored and tracked with intervention strategies employed when necessary.
- To provide subject support, extension and extra-curricular enrichment opportunities for those pupils deemed to be 'most able' in the subject.
- Inspire and motivate pupils to develop skills, talents and attributes beyond the classroom.
- For GCSE and IB, where required by the regulations applying to the particular examination subject, a Head of Department, or delegated representative, should attend the prescribed meeting for the subject.
- Oversee the internal moderation of the assessment of pupils' work.
- Attend GCSE and IB results days to meet with students and parents as necessary.
- To produce an annual departmental Public Exam Performance Review for SMT and to work collaboratively in the production of specific academic and T+L targets.
- To produce a Departmental Development Plan which is updated annually.
- To promote the study and enjoyment of history within classes and within the College as a whole.
- To organise the College's participation in external challenges and competitions.
- To liaise with the College Librarian regarding publications, texts and other media which supports modern languages learning within the school.
- To be responsible for the regular provision of 'history and politics clinics' whereby pupils/students can access further subject specific help outside of lesson time.
- To liaise, as necessary, with EAL and Learning Support teachers.

Leading and Developing Colleagues

- Be responsible for mentoring departmental staff within the Professional Development Programme.
- In the case of absent colleagues, take responsibility for the setting of work and the proper oversight of classes.
- Promote awareness and understanding of subject related issues and principles throughout the Prep and Senior schools. Where appropriate, act in an advisory capacity for Prep School staff where specialist subject knowledge is required and engage in regular dialogue over the provision of history and politics in KS2.
- Monitor the departmental quality of teaching and pupils' learning systematically and regularly, feeding the findings through to the Director of Studies.
- To supervise student teacher placements and assist with tutoring NQTs.

Curriculum and Assessment

- Formulate departmental aims and objectives in consultation with the Deputy Head (Curriculum).
- Oversee syllabi for public examinations (GCSE and IB) and ensure schemes of work reflect the IB learning profile and fundamental British values and other requirements in line with whole school expectations.
- Organise internal examinations and scholarship assessments. Produce an annual departmental Public Exam Performance Review and an annually updated Departmental Development Plan.
- Ensure all pupils'/students' academic progress is monitored and tracked with intervention strategies where necessary.
- Attend Head of Department Meetings and work with the Deputy Head (Curriculum), the Deputy Head (Teaching and Learning) and the Deputy Head (Sixth Form & IB) to ensure the effectiveness of the History & Politics Department.

Organisational and Financial Awareness

- Chair departmental meetings, which should include the taking of minutes which are shared with SMT.
- Assist, where appropriate, with the recruitment and deployment of staff.
- Assist, support and develop initiatives for the recruitment of pupils.
- Ensure the proper management of the departmental budget

Co-Curricular and Additional Duties

In keeping with normal practice in independent boarding and day schools, all non-resident teaching staff will, in addition to any teaching responsibilities, put their skills and talents at the disposal of the College for the benefit of the pupils/students in the following ways:

- To contribute to the extra-curricular provision including undertaking supervised prep and offering non-curricular after school clubs or activities.
- All non-boarding teaching staff will contribute to the boarding activities programme which will include occasional weekend days in addition to occasional cover of evening duties when required.
- Staff are expected to contribute to extra-curricular events taking place at weekends, including the likes of sports fixtures, rehearsals, academic clinics etc.

All additional activities are greatly appreciated. In most cases, staff will exceed the minimum expectation of requirements and in all cases it is understood that the overall commitment of any individual must be taken into account.

Hours of work

- During College terms, the Head of History & Politics will work all hours while the College is in session.
- Additional hours, including weekends and holidays, may be required as necessary for the proper performance of duties in an independent boarding school.
- Staff are expected to contribute to the co-curricular and boarding activities programme, including occasional evening and weekend duties.

- All teaching members of staff are expected to complete one evening duty per week as a support tutor in a boarding house.

Person Specification

	Essential	Desirable
Qualifications		
Undergraduate degree	X	
Relevant teaching qualification	X	
Post graduate qualification		X
Knowledge, Understanding and Experience		
Excellent subject knowledge in History and Politics	X	
Understanding of strategies for adaptive teaching	X	
Understanding of how to encourage effective learning	X	
Experience of teaching GCSE History	X	
Experience of teaching Post 16 History and Politics	X	
Experience in a IB environment		X
Experience in an Independent School or boarding environment		X
Experience managing a team or department	X	
Experience of strategic planning		X
Experience in a IB environment		X
Experience in an Independent School or boarding environment		X
Leadership Qualities		
Determination and resilience	X	
Being proactive rather than reactive	X	
Ability to use initiative: solutions focused	X	
Excellent interpersonal skills and high emotional intelligence	X	
Ability to analyse relevant data, act strategically and effect change	X	
Ability to delegate and empower others effectively	X	
Skills		
Ability to quality assure work so that it is consistent and of a high standard	X	
High level ICT skills	X	
Pragmatic approach to problem solving		X
Ability to build personal relationships	X	
Excellent communication skills	X	
Personal attributes and qualities		
Able to support the wider aims and ethos of the College	X	
Highly professional manner and personal conduct	X	
Committed to safeguarding and the wellbeing of pupils/students	X	
Possess excellent communication skills with an eye for detail	X	
Able to maintain effective and professional relationships with colleagues at all levels.	X	
Proactive approach to enrichment opportunities and to the promotion of History and Politics as subject.	X	
Proactive approach to challenges.	X	