



**Mayfield Grammar School
Gravesend**

**Appointment of
Subject Leader of History and Politics (Sixth
Form)
required from September 2019**

Closing date: 1pm – 29th April 2019

Interviews will be held from 1st May 2019



Mayfield Grammar School

Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
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Subject Leader of History and Politics (Sixth Form) **Full Time. Required from September 2019** **Main Professional Scale/Upper Professional Scale** **(TLR & R&R will also be paid for this position)**

This is an exciting opportunity for an enthusiastic and committed teacher to join this very successful 11-18 selective girls school with boys in the Sixth Form. We are looking to appoint a suitably qualified colleague to lead our History and Politics Department.

We are looking to appoint a well qualified colleague who is flexible, highly motivated and creative. The successful applicant will possess sound knowledge of their subject and be able to maintain the excellent results in this popular area of study.

The person appointed will receive high quality mentoring and support. There is plenty of scope to be involved in a wide range of extra-curricular activities and to play an important role in the school's growth and development.

You will be joining a very successful department within a high performing 11-18 selective girls' school with boys in the Sixth Form. The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development. The school was judged by Ofsted to be 'Outstanding' in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.msgg.kent.sch.uk

Applications made via TES Online will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher
must be received by **1.00pm on 29th April 2019**
Interviews to be from 1st May 2019

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a Learning Resources Centre on the main site.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and three Assistant Headteachers. There are five Faculties: English (including Drama and Media Studies), Mathematics (including Computing and Economics), Science, Modern Languages and Humanities. Art, Technology, Music and Drama are also taught throughout the school. Pastoral care is via Learning Leaders, working with Form Tutors and supported by Key Stage Co-ordinators. A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1130 students on roll, 266 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last three years, the school has admitted above PAN. We are currently undergoing an extensive rebuilding programme on both sites, to accommodate the rising roll.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Duke of Edinburgh Award scheme. There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers support programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsq.kent.sch.uk

January 2019

Mayfield Grammar School, Gravesend

HISTORY/POLITICS DEPARTMENT

A position has arisen for a Subject Leader for History who will also support the Politics curriculum within this school. The person appointed will join a lively, experienced, enthusiastic and academically successful department.

Mrs Louise Absolon	Assistant Headteacher and Teacher of History and Government & Politics
Mrs Susan Berry	Teacher of History
Mr Brendon Borer	Teacher of Sociology, RE and History
Mr Nigel McPhail	Subject Leader for History
Mrs Lisa Parsons	Teacher of History
Mr Ben Slight	LL Year 13, Teacher of Politics, Sociology and History

The department is supported by a technician, Mrs Helen Smith who is shared with the rest of the Humanities Faculty and the English Faculty.

The courses are taught in a series of adjacent rooms over two floors. Each subject has access to interactive whiteboards but not every room has this facility at present.

The History department at MGSG endeavours to provide a framework for its students within which they can develop historical knowledge and understanding, and also a range of subject specific and transferable skills.

Lower School

In Years 7 and 8 students study a traditional range of predominantly English and some European history between 1066 and c1700.

Upper School

In Year 9 students follow a transition course focused on Britain 1700-1918 for the first half of the year. From around February onwards students begin following the content of our first GCSE unit on the USA after 1920. Those opting to continue the study of History in Years 10 and 11 will follow the AQA specification which includes units on International Relations 1919-1939 and the post WW2 history of the United States. Students will also deepen their knowledge of British history through studying units on Medicine and Health through time and life in Norman England in Year 11.

Sixth Form

In Years 12 and 13 students are able to further enhance their knowledge and understanding of aspects of British and American history in the 19th and 20th centuries on the AQA AS and Cambridge Pre-U courses.

Throughout the history curriculum our students are provided with a wide variety of approaches to support their studies. Our ultimate aim is to make them increasingly

independent learners capable of fulfilling their potential in Higher Education and the world of work.

There are currently two Year 13 groups and one Year 12 groups studying A Level History.

Further details relating to the GCSE and A Level courses can be found on our website in the GCSE and A Level options booklets.

Politics

Sixth Form

A two year course of study in Politics is offered in the 6th Form following the Edexcel A Level course.

Politics is delivered as a linear A Level. With the AS Level being offered for the last time for the cohort beginning their A Level studies in 2019. The A Level consists of three papers – UK Politics, UK Government and Comparative Politics where we look at the politics of the USA and compare it to the UK. The AS Level consists of two papers – UK Politics and UK Government.

The Department is determined for students to be on top of the ever-changing world that is politics, whether it be in the UK or the USA. To help students to achieve this goal the Department has a Twitter feed which is devoted to retweeting the latest newspaper and blog articles straight to the students. This resource has proven to be highly popular with our students.

Further details relating to the A Level course can be found on our website in the GCSE and A Level options booklets.

Job Description

Post Title:	Subject Leader History/Politics	TLR	2B & R&R
Post Holder:			
Purpose:	<ul style="list-style-type: none"> • To be responsible for leading and developing the subject area. • To develop and enhance the teaching practice of others within the subject area. • To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims and the curricular policies of the school. • To be accountable for student progress and development within the subject area. 		
Reporting to:	Faculty Leader Humanities		
Responsible for:	Staff teaching the subject		
Liaising with:	Head/SLT, relevant colleagues and support staff, LA representatives external agencies and parents		
MAIN (CORE) DUTIES			
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the subject. • To manage and control the subject area provision within the Faculty. • To actively monitor and follow up student progress across the subject. • To assist in the implementation of school Policies and Procedures. • To work with colleagues to formulate aims and objectives for the subject which have coherence and relevance to the needs of students and to the aims of the school. • To incorporate the use of IT in supporting Teaching and Learning in the subject, including development of the VLE. 		
Curriculum Provision and Development:	<ul style="list-style-type: none"> • To liaise with SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives. • To support curriculum development within the school with particular emphasis on the subject area including enrichment opportunities and cross-curricular projects. • To keep up to date with national developments in the subject area, teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels, including Citizenship, British Values, Work Related Learning and Enterprise Learning. 		
Staffing Staff Development,	<ul style="list-style-type: none"> • To work with the SLT and AHT (Learning & Teaching) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. 		

Recruitment and Deployment:	<ul style="list-style-type: none"> • To contribute to Appraisal/Performance Management Review and to act as reviewer for a group of staff within the subject area as required.
	<ul style="list-style-type: none"> • To evaluate the effectiveness of staff development within the subject area. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support where applicable. • To participate in the school's SCITT programme as and when required. • To participate in the interview process for teaching posts as required. • To be responsible for the day-to-day management of subject staff and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> • To establish the process of the setting of targets within the subject and to work towards their achievement. • To establish common standards of practice within the subject and develop the effectiveness of teaching and learning styles in the subject. • To monitor and evaluate the subject area in line with agreed school procedures, as laid out in the policy. • To seek/implement modification and improvement where required.
Student Performance and Behaviour:	<ul style="list-style-type: none"> • To assist in the implementation of the Behaviour Management policy in the Subject so that effective learning can take place. • To identify and take appropriate action on issues arising from data, and reports and review progress on the action taken. • To make use of analysis and evaluate performance data provided. • To ensure the maintenance of accurate and up to date information concerning the subject on the management information system. • To sample subject reports in each year group to check progress. • To produce reports on student progress, examination performance, including the use of value-added data for both internal and external exams.
Communication:	<ul style="list-style-type: none"> • To follow agreed procedures for communication within the school. • To ensure effective communication/as appropriate with the parents of students. • To contribute to the school liaison and marketing activities, eg: the collection of material for press releases. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as appropriate. • To lead the development of effective curriculum links with partner schools and the community. • To promote the Subject at Open Days/Evenings and other events as appropriate.
Management of Resources:	<ul style="list-style-type: none"> • To identify resource needs and manage by acting as cost centre holder.

	<ul style="list-style-type: none"> • To contribute to the efficient/effective use of physical resources and take responsibility for the classrooms used for the teaching of the subject. • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
<p>Other Specific Duties:</p>	<ul style="list-style-type: none"> • To undertake the role of Classroom Teacher and Form Tutor (see separate document). • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To know and follow school policy and statutory guidance with regard to the welfare and safeguarding (including Prevent and FGM) of all students in your care. • To support the wider life of the school by supporting (when requested) the ASC (<i>Adventure Service Challenge</i>) Co-ordinator in attending the ASC camps that operate in Year 7 and Year 8 or/and support the school's DofE (<i>Duke of Edinburgh's Award</i>) Leader (when requested) by attending expeditions/training days as appropriate. A separate allowance may be applicable for certain activities. The school will seek staff volunteers in the first instance to support these activities before requesting individual staff to participate as laid out in this job description. • To support Sixth Form students in the completion of the EPQ as directed by the school. This will include monitoring student progress and assessment of student work.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonably expected.

Staff are expected to uphold the ethos of the school in all aspects of their work.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Sign:	Date:
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