



# Head of History

## Application Pack



Paganhill  
Stroud  
Gloucestershire GL5 4AX

**Archway School**

[www.archwayschool.net](http://www.archwayschool.net)

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Headteacher: James Woollin

18<sup>th</sup> March 2026



Dear Candidate

I am delighted that you are considering applying for a position at Archway School. Thank you for taking the time to download and read this application pack.

At Archway School, we are proud to be a welcoming and inclusive community where every student is encouraged to *Aspire, Achieve, and Enjoy*. Strong, trusting relationships lie at the heart of our work, and our relational approach ensures all young people feel safe, supported, and valued. As the area's only comprehensive school with a thriving Sixth Form, we offer a broad, balanced curriculum and wide-ranging opportunities that enable students to progress confidently to the next stage of their education and lives. Above all, we are committed to nurturing happy, fulfilled, and successful young people who are ready to contribute positively to their community and the wider world.

Archway School is seeking to appoint an inspirational and dynamic Head of History. This is an excellent leadership opportunity for an ambitious and motivated professional who is passionate about History and committed to driving high standards of teaching and learning across the department.

We welcome applications from experienced and suitably qualified teachers who can lead by example, inspire colleagues, and ensure that all students are supported and challenged to reach their full potential. The History Department is dedicated to securing outstanding outcomes and fostering a positive, intellectually curious and ambitious learning culture for all students.

Successful candidates will benefit from:

- One paid 'wellbeing day' per academic year, which can be booked off during term time.
- Use of school facilities such as swimming pool and fitness suite.
- After school activities such as Pilates.
- Electric car charging points with subsidised charging for staff.
- Substantial training opportunities

We would be delighted to receive your application.

Yours faithfully

James Woollin  
Headteacher



## Job Description for Head of History



**Responsible to: Member of SLT**

**Teaching and learning responsibility point:**

### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be amended by the Headteacher, with your agreement, to reflect or anticipate changes in the role. This post includes a teaching commitment, which will follow the job description for teaching staff at Archway School

### **Summary**

The Head of Department provides strategic and operational leadership for teaching, learning, curriculum, inclusion, achievement and attainment within the subject area. The post-holder inspires colleagues and students with a passion for the subject, promotes high standards, and fosters a culture of continuous improvement. They contribute to whole-school strategy, policy development and the wider ethos of the school.

### **Specific Responsibilities**

#### **Strategic Direction and Development**

1. Lead the development and implementation of policies and practices that reflect the school's commitment to high achievement through effective teaching and learning.
2. Promote a shared enthusiasm for the subject, motivating staff and students and highlighting the subject's contribution to personal development and cultural capital.
3. Lead the development, sequencing and review of a coherent, ambitious curriculum that reflects the school and department's curriculum intent, meets statutory requirements and meets the needs of all learners.
4. Use school, local and national data to inform departmental priorities and set ambitious, evidence-based targets for individuals and groups, including disadvantaged pupils, those with SEND, and those facing barriers to learning.
5. Evaluate the impact of the curriculum on pupil learning, progress and outcomes using a range of evidence.
6. Establish clear targets for achievement and regularly evaluate progress through robust assessment, record-keeping and analysis.
7. Lead the creation, implementation and review of the annual Departmental Development Plan, ensuring alignment with the School Development Plan and contribution to the SEF.
8. Provide regular progress updates to the SLT line manager, ensuring successes, issues and concerns are clearly communicated.
9. Hold regular departmental meetings to share information, gather staff views and ensure consistent implementation of departmental and whole-school priorities.

#### **Teaching and Learning**

1. Provide strong leadership of teaching and learning, modelling high-quality practice aligned with school priorities and the SDP.
2. Keep up to date with developments in subject content, pedagogy, assessment and educational technology.
3. Monitor and evaluate the department's curriculum, schemes of learning and assessment practices to ensure coherence, consistency and ambition.
4. Engage staff in the creation and ongoing improvement of schemes of learning and curriculum resources.
5. Ensure all staff follow the agreed syllabus/specification and assessment requirements.
6. Oversee examinations and assessment processes, ensuring they are rigorous, fair and compliant with exam board expectations.
7. Facilitate curricular and enrichment activities that enhance students' learning and engagement.
8. Provide regular feedback, coaching and training to staff, recognising strengths and supporting development.

9. Lead robust quality assurance processes, including lesson visits, work scrutiny, student voice and data analysis, and implement targeted interventions to secure continuous improvement.
10. Provide regular feedback to the SLT line manager on departmental practice and contribute to the review of leadership, teaching and learning across the subject area.
11. Ensure staff understand how equality, diversity and inclusion apply within the subject and how teaching choices can support or hinder equal opportunities.
12. Work closely with the SENDCo and pastoral teams to ensure teaching approaches remove barriers to learning and meet the needs of all pupils.
13. Ensure staff use adaptive teaching strategies effectively and consistently.

### **Leading and Managing Staff**

1. Provide guidance, support and challenge to all subject staff, fostering a collaborative and high-performing team culture.
2. Participate in the recruitment and selection of staff for the department.
3. Ensure all staff understand and implement the school's behaviour, inclusion and safeguarding policies.
4. Support staff with behaviour management and contribute to a positive and supportive departmental culture.
5. Ensure staff follow all school and departmental policies, including marking, assessment, reporting and professional conduct.
6. Draft references and reports for current and former departmental staff as required.
7. Manage support staff within the department (where applicable).
8. Lead the performance management process, implementing the school's appraisal system to support staff development and address underperformance where necessary.
9. Ensure all staff have access to high-quality professional development, including subject-specific CPD and evidence-informed practice.
10. Take initial responsibility for the welfare and pastoral care of departmental staff.

### **Resource Management**

1. Ensure efficient and effective management of departmental resources, including the identification and development of new materials and technologies.
2. Manage the departmental budget responsibly and transparently.
3. Ensure teaching spaces are well-organised, safe and conducive to high-quality learning.
4. Support colleagues in creating stimulating learning environments.
5. Ensure compliance with health and safety requirements, including risk assessments and safe working practices.

### **Standards**

1. Support and uphold the aims, ethos and values of the school.
2. Ensure all departmental staff receive up-to-date health and safety training.
3. Maintain up-to-date knowledge of safeguarding procedures and ensure staff follow them consistently.
4. Model high standards of professionalism, including dress, punctuality and attendance.
5. Attend and contribute to open evenings, school events and wider school activities.
6. Uphold the school's Behaviour Policy and systems.
7. Participate in staff training, team meetings and whole-school development activities.
8. Develop links with governors, local authorities, subject associations, exam boards and neighbouring schools to enhance departmental practice.

### **Safeguarding**

1. Promote the safeguarding and welfare of all students as a core responsibility of the role.
2. Ensure all departmental staff understand and follow safeguarding procedures.
3. Work with DSLs and pastoral teams to identify and support vulnerable pupils.

### **Other Duties**

1. Undertake any other duties reasonably requested by the Headteacher that are commensurate with the role.

## Person Specification for Head of History

Personal and Professional Attributes	Essential	Desirable
Qualifications relevant to the post	✓	
Experience of teaching secondary age students	✓	
Outstanding classroom practitioner	✓	
Awareness of safeguarding issues	✓	
Knowledge of appropriate strategies for teaching students of all abilities and key stages	✓	
Knowledge of behaviour management strategies	✓	
Ability to teach at A level	✓	
Good interpersonal skills	✓	
Ability to lead, motivate and manage others	✓	
Good organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for teachers and learners alike	✓	
Good interpersonal skills	✓	
Commitment to improving teaching and learning	✓	

*Please note we are unable to give feedback if your application is unsuccessful.*

## **Application Process**

**All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.**

### **TO APPLY:**

All applicants should submit the following 2 documents via email to [vacancies@archwayschool.net](mailto:vacancies@archwayschool.net) by no later than **Monday 13<sup>th</sup> April 2026 at 9am**. Please do NOT send in CVs or other supporting documents, as these are not accepted and will not be considered. Applications must be submitted in either Word or PDF format.

#### **1. Completed Application Form**

Applicants must complete our school application form.

This is available by visiting our school website [www.archwayschool.net](http://www.archwayschool.net) and clicking the “vacancies” tab. Please then click on Head of History -vacancy link, which will take applicants to eTeach. Applicants can then click the “apply” button to create an account with eTeach and access the application form.

#### **2. Formal Letter of Application**

A formal letter of application should also be submitted. This should be no more than two sides of A4 (size 10 - 12 font).

Please explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum. This will help us decide whether to invite you to the next stage of the selection process.

### **Selection Process**

- All applications will be acknowledged by email. If you do not receive an acknowledgment, please contact Niamh Cooney, on 01453 763242.
- Applications will be ranked against the person specification for the role.
- Interview date to be confirmed.
- Prior to the interview date referees will be contacted to request references on all shortlisted candidates.
- Please note we are unable to provide feedback to applicants who are not shortlisted for interview.
- We reserve the right to close applications before the deadline if necessary

### **Further Information**

Applicants who require further information should contact Niamh Cooney, on 01453 763242 or via email at [vacancies@archwayschool.net](mailto:vacancies@archwayschool.net)