



Dame Alice Owen's School

NoR 1,450, Sixth form: 444

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

Head of History MPS/UPS plus TLR 2b (Fringe) Required for September 2023

Full Time, Permanent Post

Closing date: Noon, Thursday 20th April 2023

Interview date: Wednesday 26th April 2023

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Head of History. We seek a highly motivated and energetic candidate to join and lead our very successful and well resourced History department. The role will involve ensuring an innovative, relevant and challenging curriculum across all Key Stages, that staff are challenged and supported and that high standards are maintained and progressed in all lessons. You will monitor the assessment and achievement of pupils as well as reviewing, evaluating and developing standards of teaching and learning across Key Stages. You will lead the History department with a focus on developing teaching and learning strategies and the curriculum to keep History a fresh, exciting and relevant subject for all students.

In the 2022 A level examinations, 44% of all grades were A* with 91% of grades being awarded A*-B. In GCSE examinations, students achieved a Progress 8 score of +0.74 and an average Attainment 8 score of 75.8 with 40% of all grades being a grade 9 and 95% of students achieving 5 or more grades 9-4 including English and Maths. 50% of GCSE History results were awarded a Grade 9, 77% were graded 9-7 and over 90% at grade 5 or above; 58% of A Level History results were graded A* with 94.2% graded A*-B.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Teaching Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please send your completed application form together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon, Thursday 20th April 2023**.



Dame Alice Owen's School

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Headteacher | Mrs Hannah Nemko MA

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INFORMATION FOR APPLICANTS

Name of post: Head of History
Location: Potters Bar, Hertfordshire
Closing date: Noon, Thursday 20th April 2023
Interviews: Wednesday 26th April 2023

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Stephen Fry (Deputy Head) via frys@damealiceowens.herts.sch.uk

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Thursday 20th April 2023**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

Details of the School, Department and vacancy

Introduction

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered students and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for students showing the most aptitude in music who apply for a place in Year 7. The remainder of the places, in an annual cohort of 200, go to siblings, local students on the basis of proximity to the school and to those with priority need.

It is this combination of student and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, Governing Body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in November 2020 and the country's highest ranking non-fully selective state school of the year many times, but most recently in November 2022. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music and Sport
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by:

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

The History Department

The History Department is a strong and popular academic department within the school. It currently consists of 6 full time and 2 part time members of staff. It has its own specialist rooms and a departmental office.

The Department attempts to inspire and enthuse students towards the subject by providing stimulating and challenging lessons using a variety of activities and methods. The department is built upon positive relationships between teachers and students and a respect for the learning environment. There is a considerable emphasis on teaching and learning and we encourage teachers to experiment with a wide variety of techniques. The department also values teachers interested in building up their subject knowledge. A characteristic and much acknowledged feature of the department is its supportive and collegiate nature with resources, ideas and problems fully shared.

The department has built up an extensive bank of resources over the years which is still developing. Students at GCSE and A Level have access to a wide variety of books and we work closely with the Librarian and have good access to library resources in and out of lessons. ICT is widely used in the department with access to chromebooks. All teaching rooms have an interactive whiteboard.

The department currently runs 4 trips a year. In Year 9, we take 90 students on a residential trip to Ypres to visit the Battlefields of World War One. 45 A Level students visit Berlin for 4 days. All Year 7 students visit Rochester for the day and those studying GCSE History spend an afternoon in Whitechapel looking at the historic environment. We would welcome any further addition to these trips.

At GCSE we follow the Edexcel syllabus. The modules are currently Russia and the Soviet Union, Superpower Relations and the Cold War, Early Elizabethan England and Crime and Punishment.

At A level, again with Edexcel, the modules are: Britain 1785-1870, Italian Unification, Germany 1871-1990 United, Divided, Reunited however we would be interested in any specialism or interest you may have to offer.

As the Head of History you will be expected to work hard, be able to share a clear vision, show strong leadership, deep subject knowledge, enthusiasm, and a willingness to share experiences in a supportive and friendly department.

What we can offer you

The school provides an excellent range of staff development opportunities. This is currently led by Lauren Common, Assistant Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

We very much look forward to receiving your application.

Job Description



Post Title: Head of History
Responsible to: Member of SLT

Purpose of the Role

1. To lead the development, management and strategic direction of the department ensuring the highest academic standards;
2. To develop the skills of those in your team in order to continually raise standards of teaching and learning therein and allow everyone in the department to continue to flourish;
3. To be accountable for raising student achievement and improving progress in the department;
4. To promote History across the school through recognising key moments such as Armistice day, Holocaust Remembrance and alike with the student body;
5. To be responsible for the structure and shape of the academic timetable, deploying staff and resources to ensure opportunity for all and excellent value for money.

Responsibilities

1. To articulate a clear vision, showing the ability to bring the department on board to work towards that vision;
2. To ensure the quality of Teaching, Learning, assessment and feedback within the department is exceptionally high through engagement with up to date ideas and research about Teaching and Learning and subject specific CPD.
3. To inspire and lead the staff within and associated with your department;
4. To enable the department to inspire and motivate students of all abilities leading them to outstanding results;
5. To ensure delivery and appropriate supervision of an excellent co- -curricular offer;
6. To support students seeking to continue their education into FE/Higher Education establishments as required;
7. To manage the departmental budget;

Leadership and Management

1. To lead and manage the department by providing a professional, positive, proactive, open minded and creative approach to all areas of the curriculum;
2. To support the SLT in implementing whole school practice;
3. To manage and delegate job roles within the department supporting teacher development at all levels;
4. To represent the views of the department at Subject Leader Forum meetings;
5. To lead the process of departmental self-evaluation and improvement
6. To contribute to whole school strategic planning through input into the School Improvement Plan (SIP) as well as the School Self Evaluation Form (SEF)
7. To organise regular departmental meetings to discuss innovation in Teaching and Learning as well as to provide the opportunity to disseminate good practice, establish and monitor standards, evaluate the progress of all students and groups against targets as well as the impact of action plans in place;
8. To be aware of the health and safety of all members of the school community at all times when engaged in school activities either on or off site and to deal with or report any areas of concern immediately.

Through effective line management

1. To support the wellbeing/morale of colleagues;
2. To develop a team ethos;
3. To provide opportunities for staff to discuss their own personal development and wellbeing;
4. To support staff in receiving appropriate CPD which meets the needs of the individual, the department and the school;
5. To ensure that staff are given a full range of teaching experience and are allowed to develop different aspects of their teaching;
6. To provide effective Performance Management and support staff in achieving their Performance Management targets;
7. To establish effective departmental communication through the timely preparation of agendas, chairing of meetings and publication of minutes;
8. To support staff who may have to deal with challenging students, parents or any other challenging circumstances.

New staff

1. To assist with the appointment of new staff within the department;
2. To induct new staff;
3. To ensure appropriate support and supervision of trainee teachers/ECTs as appropriate.

Key Responsibilities of all Teaching Staff

Teaching and Learning

1. Teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations;
2. Make good use of class information and data to ensure all students are supported and challenged according to their needs;
3. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management;
4. Implement curriculum change as appropriate;
5. Contribute to the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students as directed by your HoD;
6. Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required;
7. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn.

Achievements and Standards

1. Track and monitor individual students acting swiftly as required to bring about improvement where needed;
2. Ensure appropriate participation in departmental moderation as needed throughout the year;
3. Take responsibility for overall behaviour management within lessons and throughout the school to ensure a safe, secure and structured learning environment;
4. To play an active role in Performance Management and self-development activities.

General requirements

1. To carry out any pastoral support roles (including being a tutor and delivering PSHRE) as required;
2. To contribute to the co-curricular offer;
3. To play a role in ensuring effective safeguarding and wellbeing of our students;
4. Provide clear and useful feedback to students and parents/carers as required;

5. To attend periodical after school meetings/events such as Visitation, Parents' evening, as required by the Headteacher and published in the school calendar;
6. To check your email regularly and respond in a timely manner;
7. To contribute articles to the half-termly newsletter as appropriate;
8. To complete any other reasonable tasks as required by the Headteacher.



Person Specification

	Desirable/ Essential
Education	
Holds a degree (or higher) level qualification in a related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
Experience	
Experience from a similar post with management responsibility within existing or previous school	D
Recent experience of teaching the 11-18 age range	E
Involvement in the professional development of staff	D
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding co-curricular provision	D
Experience of working in more than one previous school	D
Specialist skills and knowledge	
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Other	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence and interpersonal, communication skills	E
The ability to lead and enthuse others	E
The ability to cooperate and coordinate with other departments	E
Desire and potential for future Senior Leadership Team position	D
A good sense of humour!	E

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.