



Cobham Hall

Recruitment Pack

Teacher of History
and Politics
(Part-Time)



The UK's only Round
Square Boarding and
Day School for Girls
aged 11-18





Dear Applicant

Thank you for your interest in the position of Teacher of History and Politics at Cobham Hall.

We are seeking a well-qualified and enthusiastic graduate, to join a popular and supportive Humanities Faculty teaching History from Key Stage 3 to Key Stage 5, and to teach Politics A Level. A contribution to the wider life of the School, both in pastoral and co-curricular activities, is expected.

We hope that this information pack will provide you with the information you need on Cobham Hall and the role. However, should you want to discuss the position further please do not hesitate to contact my PA, Mrs Jacky Elliman, on 01474 823371.

The postholder will report to the Head of Faculty.

Yours sincerely

Mrs Sue Carney
Director of Studies

Pay and Benefits

Salary band £32,254 to £38,906 pro-rata, depending on experience.

The School also offers:

- Teachers' Pension Scheme.
- An opportunity to develop your leadership skills with an eye towards further leadership.
- Comprehensive induction and on-going opportunities for Professional Development.
- Enthusiastic students, willing to learn.
- Small class sizes.
- Use of the School fitness room, tennis courts and swimming pool.
- Free onsite parking.
- Lunches and refreshments provided.
- Access to 150 acres of Grade II* designed parkland.

Single person accommodation may also be available.

Contact Time

Students at Cobham Hall are provided with 60 hours of timetabled lessons every fortnight. Staff are provided with 20% PPA. Maximum contact time is therefore 48 hours per fortnight. This role is currently 0.6 of a timetable, which equates to 29 periods per fortnight. However, the actual hours can vary year-to-year depending on demand for History at Key Stages 4 and 5 and Politics at Key Stage 5. In addition, staff are expected to work up to eleven Saturdays, pro-rata, a year between 9.15am and 12.35pm.

The School is in session 32 weeks per year.



History and Politics at Cobham Hall

At Cobham Hall we celebrate the individual, their unique personality, talents and interests. A Cobham Hall education is about developing the whole individual and providing opportunities for students to flourish within and beyond the classroom; to become a successful learner and well-rounded individual who is excited to take the next steps in their learning journey. Both History and Politics are popular subjects at Cobham Hall and an engaging teaching style is essential at all levels. Staff are expected to enable students to see the value of the subject and to deliver lessons which help students across a range of abilities to progress and achieve. The ability to build strong relationships with students and parents is an important part of the role creating a sense of mutual trust and respect.

At Key Stage 3 the History curriculum mainly follows the National Curriculum with a focus on developing an interest in the subject and key historical skills such as source enquiry and essay writing. In Years 10 and 11 students follow the Edexcel IGCSE course covering Russia 1905-53, Germany 1918-45 and The Arab-Israeli Conflict, 1910-2012. A Level History students study the Edexcel qualification looking at British, US and South African History. Politics is introduced at A Level where the Edexcel course is followed with US Politics as the comparative option.

Students are encouraged to make full use of their teachers as a resource and extra lunchtime and after school tuition is common. Less able students are often supported by the use of Sixth Form Mentors, extra tuition in drop-in sessions and by the Student Support Department. Our teaching staff work closely with the Student Support Department in monitoring and supporting the students with dyslexia and other SPLDs.

The international aspect of the School makes the teaching of History and Politics a rich environment in which students from all over the world bring their different experiences and abilities together, sharing a variety of approaches and use of symbolism in the lessons.

The Humanities Faculty consists of seven staff delivering History and Geography throughout the School and Economics, Politics and Psychology at A Level only.

“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school’s aim to develop each pupil’s potential in and out of the classroom.”

- ISI Report -



Job Description

Reports to: Head of Faculty

The responsibilities of the History and Politics Teacher will include the following:

Teaching and Learning:

- Demonstrate a high standard of competence in teaching both History and Politics.
- Teach History at Key Stages 3, 4 and 5 and Politics at Key Stage 5.
- Plan and deliver an engaging and balanced curriculum in accordance with Faculty schemes of work and examination board specifications.
- Efficient delivery of the curriculum. This includes planning schemes of work, preparing lessons in accordance with Faculty schemes of work, setting prep and marking work.
- Engage with colleagues in realising Faculty aims and objectives.
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in your curriculum area.
- Deliver 'quality first teaching' in line with the School's expectations and policies on teaching and learning to consistently teach engaging, high quality lessons.
- Work together with colleagues to ensure ongoing successful teaching and learning.
- Set expectations for students in relation to standards of achievement and the quality of learning and teaching.
- Contribute to raising standards of student attainment.
- Monitor and support the overall progress and development of students.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their potential.
- Share and support the School's responsibility to provide and monitor opportunities for personal and academic growth.
- Be a role model for students, inspiring them to be actively interested in your subject.
- Assess and adapt teaching to mixed ability classes.
- Ensure that teaching rooms constitute a well-ordered and educationally stimulating environment.
- Teach to ensure knowledge is retained in long term memory of students.
- Demonstrate a willingness to engage with ICT and to deploy this resource to enhance teaching and learning and assist colleagues to do likewise.
- Maintain discipline in accordance with the School procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and prep.
- Be familiar with the SEND Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records.
- Monitor and support the mental health needs of students.
- Promote learning through co-curricular activities such as enrichment, educational trips and speaker visits.
- Undertake assessment of students as requested by external examination bodies, curriculum areas and School procedures.
- Setting, marking and moderating of examination papers and invigilating examinations as required. Monitoring



of results.

- Adhere to School policies.
- Attend and participate in staff and Faculty meetings and take part in assemblies and scheduled co-curricular activities e.g. visits, clubs, matches, rehearsals, trips, exchanges, lectures, special events or performances as required.
- Contribute to the production of curriculum booklets, display material, etc, for Parents' Meetings and Open Mornings. Promoting good public relations between the School and the public; particularly with present and prospective parents and the local community.
- Support the competitive Houses.
- Attend parents' meetings and major School functions.
- Contribute to the Saturday morning academic programme as directed by the Head of Faculty or Deputy Headmistress.
- Provide cover for absent colleagues when necessary.

Staff Development

- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the Performance Management process.
- Participate in whole School INSET programmes.
- Be a Form Tutor if required.
- Promote the general progress and well-being of individual students.
- Liaise with the relevant pastoral leaders.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Alert appropriate staff to problems experienced by students.
- Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality.
- Ensure that communications are responded to in a timely manner and agreed deadlines are met.

Health and Safety

- The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.
- Undertake all duties with due regard to the provisions of Health and Safety regulations and legislation, Data Protection/GDPR, Equal Opportunities policy and Use of ICT policy.
- Work within the School to ensure a safe working environment for staff, students and visitors.
- Register when present in School.



Safeguarding

- Comply with the School's Safeguarding Policy to ensure the welfare of students.
- Be committed to safeguarding, child protection and promoting the welfare of students and expect all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be keenly aware of the responsibility for safeguarding students and to help in the application of the Safeguarding and Safe Practices policy within the School.

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation.
- Ensure equal opportunities for all.
- Assist in the development of a culture and environment in which young people thrive and to drive innovation.
- Drive up educational standards, promote life-long learning and continually improve outcomes for all.

Leading and Managing Others and Self

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.

Additional Requirements

- Demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Head of Faculty and/or Headmistress.



Person Specification

Personal Qualities

- Commitment to the ethos of the School.
- Enthusiasm.
- Approachability.
- Professionalism and integrity.

Personal Skills

Able to:

- Motivate and inspire students at all levels.
- Work as part of the Faculty and the wider whole School staff team.
- Keep abreast of current developments in the teaching of History and Politics.
- Have excellent IT skills.
- Be a good administrator.

Qualification Criteria

- Well qualified graduate in relevant subject.
- Appropriate teaching qualification preferred.

Interview

The interview process for this post will include:

- An interview with the Headmistress and Director of Studies.
- Meet other members of the Faculty.

Lesson Observation

Lessons at Cobham Hall are 1 hour long. Candidates will be observed teaching and will be sent details of the class, topic, textbook, class size and any other appropriate information in advance.

Closing date for applications: **Monday, 24th May 2021.**

The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.



Information about Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

The School's aim is to ensure that students leaving Cobham Hall are young individuals who can step into the world with confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each student is able to be supported on their educational journey and enables lessons to be dynamic and engaging.

Full details of Cobham Hall's most recent inspections are available on its website at www.cobhamhall.com. In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received a very positive report from CReSTeD.

For further details about Cobham Hall please refer to the School's website, details of which are set out above. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.

"The rapport between teachers and their pupils is extremely positive, enabling the teaching to be purposeful, effective and enjoyable."

- ISI Report -





There is more in you than you think



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