



St Simon Stock Catholic School

LABORA CUM AMORE

HEAD OF HISTORY

APPLICATION PACK

[Letter from Headteacher](#)

[About St Simon Stock Catholic School](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny

Headteacher - St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 26 academies (21 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



Labora cum Amore ~ Work with Love

Role description

St Simon Stock Catholic School are seeking an experienced and passionate Head of History to lead our History department and drive excellence in teaching and learning. The successful candidate will have a proven track record of delivering outstanding results and inspiring students to achieve their full potential.

Key Responsibilities:

- Leading the department and ensuring high standards of teaching and learning are maintained.
- Developing and implanting a strategic vision for History that aligns with the school's goals and objectives.
- Managing and developing a team of talented teachers
- Monitoring and evaluating student progress and ensuring that interventions are put in place where necessary
- Building strong relationships with parents, carers and other stakeholders to promote a culture of excellence and achievement.

Benefits of working at St Simon Stock Catholic School:

- A dynamic, exciting, supportive and caring working environment and ethos for staff/students
- Working in a school with an excellent reputation in the community.
- A school wide focus on wellbeing
- Staff laptop provided
- Dedicated and bespoke CPD time for all staff
- Personal development opportunities
- Access to Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for fostering a very caring environment and a great record for investing in staff training and development.



Labora cum Amore ~ Work with Love

Job description

Job Title: Head of History

Salary Grade: MPS/UPS plus TLR 2.2 (£5,223)

Hours: 1 FTE

Main Purpose:

- To provide strong leadership to the History Department so that teaching and learning is consistently excellent.
- To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages.
- To continue to develop an innovative and progressive curriculum in History lessons which is supported by world-class opportunities for students.
- To performance manage robustly all leaders, teachers and support staff in the History Department so that ambitious targets are met and there is a clear link between pay and progression.

General Responsibilities:

1	Catholic Ethos in the Department	
1.1	Leading by Example	<ul style="list-style-type: none"> • Act as a role model for students and staff in the respect and traditions of the Catholic faith by: • leading the department in prayer at appropriate times • championing the gospel values • maintain an up-to-date understanding of the requirements of Catholic Education • Ensure the department ethos is aligned with the school, cluster and Trust ethos
2	Leading Teaching in the Department	
2.1	Excellence in the class-room	<ul style="list-style-type: none"> • Plan and deliver well-sequenced lessons • Develop and maintain extremely high expectations of behaviour for learning • Promote a culture of independent learning • Enable all students to achieve their full academic potential in history • Regularly and consistently review the students acquisition of knowledge and understanding • Intervene efficiently and effectively to promote and accelerate student progress
2.2	Commitment to CPD	<ul style="list-style-type: none"> • Demonstrate a desire and passion to continually improve your own practice • Read widely and often about the best practice in History and general pedagogy • Enhance your own subject knowledge • Engage fully with research and development of teaching and learning • Investigate and visit other settings to draw on best practice in teaching history
2.3	Leading by example	<ul style="list-style-type: none"> • Ensure that you champion excellent pedagogy within the department • Critically evaluate the quality of teaching and learning within the department regularly • Support teachers in the history department to develop their own practice • Model the high expectation of teaching and learning by providing concrete examples for the team



Labora cum Amore ~ Work with Love

Job description

3		Literacy & Oracy in the Department
3.1	Teacher of Literacy	<ul style="list-style-type: none"> All teachers are expected to champion and explicitly teach literacy Model high expectations of written and spoken English Explicitly teach key vocabulary (not just subject specific) and reinforce through regular retrieval Identify students who need to develop their literacy skills and intervene appropriately Insist that students write in full sentences as often as is appropriate Provide regular feedback which develops accurate spelling and grammar
3.2	Teacher of Oracy	<ul style="list-style-type: none"> All teachers are expected to champion and explicitly teach oracy Model high expectations of spoken English and insist that student emulate this Ensure students speak in complete sentences using correct grammar and pronunciation Encourage students' eloquence by reducing their reliance on filler words, e.g. "um", "er" Celebrate good oracy

4		Leadership of the successful delivery of History
4.1	Vision	<ul style="list-style-type: none"> Inspire and enthuse members of the team, with a clear vision for the future direction
4.2	Improvement Planning	<ul style="list-style-type: none"> Lead the department's strategic planning processes, rooted in accurate, critical self-evaluation Complete a Department Improvement Plan (DIP) annually and use this to drive improvement Ensure the DIP is appropriately and effectively resourced Monitor the impact of the DIP
4.3	Accurate evaluation	<ul style="list-style-type: none"> Undertake regular audits and quality assurance checks within History Use this information to lead the self-evaluation process Review the implementation and impact of school and department initiatives
4.4	Role Modelling	<ul style="list-style-type: none"> Act as a role model to others, demonstrating high standards of professionalism in all aspects
4.5	General Administration	<ul style="list-style-type: none"> Provide appropriate, accurate and timely management information to enable continuous evaluation Quality assure information required by various stakeholders Design and implement departmental procedure that complement School policies & procedures

5		History Curriculum
5.1	Intent and design	<ul style="list-style-type: none"> Clearly articulate to all stakeholders the intent of the History curriculum To develop an innovative and progressive curriculum in History Ensure this reflects the ethos of the School and meets the needs of all students Ensure that all statutory requirements of the National Curriculum are met Maintain up-to-date knowledge of initiatives and developments and incorporate these elements
5.2	Implementation	<ul style="list-style-type: none"> Develop differentiated schemes of work at KS3, KS4 and KS5 so that all make progress Develop and use high quality resources for the delivery of the curriculum Incorporate assessment into all aspects of curriculum planning Ensure the teaching and learning meets the needs of all students (including SEN, PP, PA)
5.2	Curriculum Review	<ul style="list-style-type: none"> Review, evaluate and improve the design and delivery of the curriculum on an ongoing basis



Job description

6	History Team Leadership	
6.1	Managing the team	<ul style="list-style-type: none"> • Adopt strong, caring and flexible leadership style to influence and motivate staff • Create an environment of open-mindedness, fairness and harmony • Organise activities/processes that encourage team development • Ensure that effective, caring procedures for staff welfare matters are implemented • Ensure that all feel that their contributions are valued • To co-ordinate the resources of the Department, giving support and guidance to relevant staff • Manage the allocation of the teaching timetable in a fair way that achieve the best outcomes
6.2	Recruitment	<ul style="list-style-type: none"> • Advise the Senior Leadership Team about the recruitment and retention of high-calibre staff • Ensure that all staff receive departmental induction and fully understand all relevant policies
6.3	Professional Development & Appraisal	<ul style="list-style-type: none"> • Implement the School Appraisal processes • Ensure that staff develop their practice and their performance is accurately evaluated • Ensure all staff are committed to CPD in a meaningful way that improves practice
6.4	HR issues	<ul style="list-style-type: none"> • Act as the first level of approval/intervention for HR issues, including: • Managing absence • CPD approval • Special leave requests • Disputes within the team • Support to address concerns with practice • Well-being and mental health of staff in the team

7	Resources Management, Facilities and Health & Safety	
7.1	Health & Safety	<ul style="list-style-type: none"> • Safeguard young people, ensuring all aspects of H&S are adhered to in lessons and prep areas
7.2	Financial management	<ul style="list-style-type: none"> • Oversee the department's budget • Ensure the use of financial resources has a clear impact on improving student outcomes • Ensure that physical resources to deliver the curriculum are acquired and maintained effectively
7.3	Facilities	<ul style="list-style-type: none"> • Ensure the accommodation is used effectively to meet the needs of students and the curriculum • Ensure that the interior and exterior of the building are maintained • Ensure the condition of the teaching spaces reflect the ethos of the cluster and school

8	Measuring Impact and Reporting	
8.1	Pupil Progress	<ul style="list-style-type: none"> • Provide regular reports on student performance based on internal assessment data • Provide regular reports on student performance based on externally verified examination results
8.2	Underachievement & Intervention	<ul style="list-style-type: none"> • Identify underachievement and plan effective interventions to address this • Regularly report this underachievement and the plans to intervene
8.3	Examinations	<ul style="list-style-type: none"> • Ensure that appropriate arrangements are made for examination entries and any other NEA
8.4	Outcomes	<ul style="list-style-type: none"> • Meet the aspirational targets set for students in History at GCSE and A Level



Job description

9		Developing & Maintaining Strong Community Links
9.1	KCSP	<ul style="list-style-type: none"> Develop strong collaboration with the History Teams in other KCSP schools Develop strong links with all History leaders within KCSP
9.2	Outreach	<ul style="list-style-type: none"> Develop outreach initiatives which promote the dept in the community, including primary schools Support staff as appropriate in other Trust schools
9.3	Parental Engagement	<ul style="list-style-type: none"> Create and implement ways of actively involving parents and carers in the learning process
9.4	World Class Opportunities	<ul style="list-style-type: none"> Facilitate a broad range of activities to deepen and broaden students' experiences in History
9.5	Event Coordination	<ul style="list-style-type: none"> Ensure events (assigned to you annually) are appropriately calendared in good time at key planning meetings. Plan events in good time and ensure all stakeholders are aware of details and requirements necessary to make the event successful. Routinely evaluate events to continually improve these for future dates. Provide a brief report including photographs/video (where appropriate for inclusion in any marketing and publicity for the school.

Performance Management and Professional

The teacher will be part of the School's Appraisal Scheme. They will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance, including classroom teaching. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.



Labora cum Amore ~ Work with Love

Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school.	E
	Experience in leading acts of worship in Catholic schools.	D
	A practising Catholic.	D
Qualifications	At least five GCSEs grade C and above (or equivalent)	E
	Honours Degree or equivalent & QTS	E
Experience	Successful history of results at KS4 and KS5.	E
	Evidence of ability to manage a team and teaching and learning in a curriculum area.	E
	Experience in leading change within a department.	D
	Experience of leading/coordinating professional development opportunities.	D
Professional Development	Ability to identify own learning needs.	E
	Willingness to engage in CPD.	E
	Able to train and support peers.	E
	Evidence of continuing professional development relating to wider school and curriculum/teaching and learning.	E
	A commitment to continued professional and personal development	E
	Potential for promotion within the school.	D
Leadership	Able to lead on the development of key materials and initiatives.	E
	Ability to inspire and motivate staff, students, parents and key-stakeholders to achieve the aims of Catholic Education.	E
	Ability to support staff within the faculty to achieve its vision.	E
	Ability to create a compelling vision and secure commitment from team	E
Teaching & Learning	Knowledge of a range of successful teaching and learning strategies to meet the needs of all students at KS5.	E
	Excellent subject knowledge	E
	Experience of Key Stage 4 and A-Level teaching.	E
	Knowledge and experience of exam board requirements.	D
	An understanding of assessment strategies and the use of assessment at KS5.	D
	Experience of effective monitoring and evaluation of teaching and learning.	D
Skills, Qualities & Abilities	Empathy with students from Key Stage 3 upwards.	E
	Excellent communication skills.	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication.	E
	Ability to remain positive and enthusiastic when working under pressure.	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively.	E
	Potential for further promotion.	D



Labora cum Amore ~ Work with Love

Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 13 May 2024 at 9am

Interviews to be held: w/c 20 May 2024

Start date: 1 September 2024

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551