



Cobham Hall

Recruitment Pack
Head of
Faculty



The UK's only Round Square
Boarding and Day School for
Girls aged 11-18, and Co-
Educational in Sixth Form





Dear Applicant

Thank you for your interest in the position of Head of Humanities Faculty at Cobham Hall.

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 our Director of Studies, Dr Patrick Drumm by email DrummP@cobhamhall.com or by phone 01474 823371.

This is a key role in the School. The postholder will need to be a proactive individual who has energy, enthusiasm, and the skills necessary to promote and develop high quality learning in the Faculty, continue to drive up standards and contribute to whole school projects and strategies. Heads of Faculty may also take on the role of Tutor.

You will need to be well qualified and capable of teaching Key Stage 3 to 5 in History and Key Stage 5 in Politics.

Previous experience in a management position is an advantage: however, we will provide full support and training for the right person if this is your first senior management role.

The postholder will report to the Director of Studies.

Pay and Benefits

Salary will be dependent 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.
- Cycle to work scheme.

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. Heads of Faculty receive an additional six hours of non-contact time. In addition, staff are expected to work up to eleven Saturdays a year between 09.15 and 12.35.

The School is in session 33 weeks per year.

Humanities 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. Providing an excellent education in the Humanities is seen as an important part of a student's development and an essential life skill. We expect our staff to help students understand the wider application of their subjects and to assist in the development of learning skills that can be applied across the curriculum and in future careers. We also expect staff to build strong and effective relationships between home and School based on mutual respect and trust.

Students are encouraged to make full use of their teachers as a resource and extra lunchtime and after school tuition is common.

The international aspect of the School makes the teaching of Humanities 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 Faculty works closely with the Student Support Department in monitoring and supporting the students with dyslexia and other SPLDs.

Currently the Faculty consists of a full-time Head of Faculty assisted by two part time geography teachers, a part time History and Politics teacher, part time Economics and Business Studies teacher and part time Psychology and EPQ teacher.

“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

Duties and Responsibilities

You will be an inspirational leader of high-quality teaching, learning and assessment, who proactively ensures that the Faculty is well led and managed, and resources are deployed effectively to achieve excellent outcomes for our students.

As a result of your excellent leadership, as well as the teaching of History and Politics, as Head of Faculty, you will be responsible for:

- **Promoting Learner Progress:**

1. To ensure learner information is accurate and that all staff have a clear understanding of their progress and development through regular moderation internally and externally.
2. To ensure the Faculty has an accurate database of individual learner data which is used effectively by Faculty staff to plan and deliver appropriate learning.
3. Use performance data to understand learner progress and act accordingly to reward success or intervene with under-performance.
4. Have in place systems to identify learners who require specific intervention from the Faculty and respond to their needs.
5. To be responsible for maintaining links with appropriate organisations, local, national and international in order to enhance the curriculum experience of the learners.
6. Support progress through implementing the School policies and procedures including the Code of Conduct.
7. Produce high quality internal examinations for the Faculty.
8. To ensure all learners in humanities subjects make substantial and sustained progress from their different starting points, and ensure high quality and consistent learning takes place.

- **Management of resources:**

1. Be responsible for the oversight of Faculty resources and their use.
2. Be accountable for the budget allocated to the Faculty. Oversee Faculty spending and monitor value for money.
3. Establish and maintain a well organised resources base.
4. Keep an accurate up-to-date inventory of all subject resources.
5. Ensure that Health and Safety rules and principles are in place and upheld by all.
6. To ensure that School Health and Safety procedures are adhered to by all Faculty staff and the appropriate risk assessments are in place.
7. To be up-to-date on procedures for the safeguarding of learners.



- **Monitoring of teaching and learning to promote best practice:**

1. Ensure that all schemes of work meet the needs of all learners and are regularly reviewed and updated as appropriate.
2. Monitor the marking of work across the Faculty and implement work sampling on a regular basis; swiftly acting upon any identified needs.
3. Routinely monitor the teaching of the Faculty ensuring that good practice is shared.
4. Routinely monitor the assessment of learners' work to secure accuracy.
5. Use observations, Faculty reviews and other evidence to address weaknesses and set targets for improvement.
6. Lead and drive teaching and learning within the Faculty in accordance with whole school development.
7. Ensure an effective communication system across the Faculty which enables the sharing of teaching and learning strategies.
8. Develop the use of new technologies within the Faculty and across the School.

- **Accountability:**

1. Prepare for and meet regularly with Leadership Team.
2. Report termly on the progress of learners at all Key Stages within the Faculty subjects.
3. Analyse and evaluate these results for the purpose of informing development planning.
4. Determine an annual Faculty Development Plan, which takes into account both School and Faculty priorities, and which is reviewed regularly. Analyse KS3, KS4 and KS5 results and produce a written evaluation for the Faculty, and Leadership Team.
5. Implement the developments and CPD required following Faculty reviews and lesson observations.
6. Oversee the production of learner reports and be responsible for the quality and accuracy of report writing within the Faculty.
7. Participate in the appraisal process and act upon its outcomes as appropriate.
8. Provide information for the SIP and other whole school documents.
9. Produce an annual Faculty report for the Leadership Team.
10. Prepare the Faculty for visits by Independent Schools Inspectorate and other external visitors.
11. Accountable to the Director of Studies.

- **Maintaining a supportive working environment:**

1. Have oversight of Faculty rooms to create a clear Faculty identity, which is conducive and supportive to learning.
2. Hold regular Faculty meetings.
3. Serve as a model to other members of the Faculty.
4. Support and guide other members of the Faculty, acting as a coach where appropriate.
5. To be actively involved in the appointment and induction of new staff in the Faculty.



- **Promoting the ethos of the School:**

1. Have a vision for the contribution of the Faculty to the ethos of the School which is referred to regularly and used to guide future developments.
2. Share the work of the Faculty with parent/carers, colleagues and other stakeholders.
3. Establish curricular links with the community, other schools and other curriculum areas within the School.
4. Work with the team to ensure that professional standards are upheld.
5. Promote attendance and involvement in whole school events.
6. Ensure staff attendance at Parents' Evenings/meeting and organisation of the Faculty for these events.
7. Ensure the Faculty is well represented at whole school events.
8. Ensure that the learning environment is attractive, tidy, safe and conducive to learning.
9. Be an efficient and effective form mentor.
10. Undertake such duties as their respective Line Manager or the Headmistress may determine as reasonably falling within the role.
11. Undertake whole school duties as may be reasonably determined by the Headmistress to ensure the success of learners and the efficient and effective running of the School.
12. Participate in staff CPD and Professional Development opportunities.
13. Adhere to the School policies regarding Health and Safety, ICT usage and educational visits/trips.



Person Specification

Criteria	Essential	Desirable
Highly competent teacher of History at KS3 to KS5	√	
Highly competent teacher of KS5 Politics	√	
Evidence of having personally led improvement in your subject area		√
Evidence of having personally introduced strategies which have brought about improvements in pupil progress and attainment		√
Ability to lead and manage both teachers and non-teaching staff		√
Evidence of being a role model to the Faculty: The ability to effectively lead and manage teaching and support staff	√	
Evidence of having engaged in whole school development		√
Excellent subject knowledge with relevant degree	√	
Evidence of having displayed high quality leadership and management		√
Experience of effectively preparing and supporting a team of teachers for an Ofsted/ISI inspection		√
Evidence of knowledge and ability to tackle underperformance		√
Evidence of being innovative		√
Evidence of being able to use data effectively	√	
Capacity to coach and support members of the Faculty	√	
Delivered effective whole school CPD		√
Ability to deal with conflict	√	
Effective use of ICT	√	
Willingness to run occasional holiday revision classes		√
Availability to attend evening meetings	√	

HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am Tuesday 10 October 2023.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Foundation apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the Schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form online. Employment with the Foundation is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.





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 16 and Co-ed in the Sixth Form. 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 2021 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 an enhanced DBS check.



There is more in you than you think



Cobham, Kent DA12 3BL, United Kingdom

Tel: +44 (0)1474 823371

vacancies@cobhamhall.com

www.cobhamhall.com

