THE ELMS
EST 1614

JOB DESCRIPTION

Job Title:	**Head of History**
Responsible to:	**Deputy Head (Academic)**
Contract:	**Full Time**
Start Date:	**April 2027**

The Elms:

The Elms is a wonderful co-educational prep school situated on the Herefordshire/Worcestershire border. We are nestled in the foothills of the Malvern Hills in 45 acres of rural tranquillity, in the village of Colwall, which is 10 minutes from Ledbury or Malvern. We have our own working farm, with cattle, sheep, pigs, goats, poultry, and horses, all of which are part of the teaching and learning curriculum.

The Elms was founded in 1614, making us the oldest prep school in England still situated on its original site. We are an IAPS boarding and day school and pride ourselves on achieving excellent results to many Public Schools, both locally and across the UK. Despite being non-selective the school achieves consistently high standards academically.

Being part of a busy rural prep school requires the individual to be willing to get involved in all areas of school. This could be on the sports field, with co-curricular activities, or taking on wellbeing roles in school. Having a flexible approach and a can-do attitude towards supporting others are important characteristics for success in the role.

Job Purpose:

To undertake the teaching of History from Years 5 to 8 and lead the Department throughout the school. To carry out the duties that the subject requires in terms of planning, preparation, evaluation and marking. To liaise with other heads of department where necessary and ensure continuity and progression throughout the curriculum. The School has taken the recent decision to move away from examining History at Common Entrance in Year 8, meaning there is greater flexibility to explore a wide range of historical events, to suit the individual's passions and interests.

You will also be expected to take sports/games sessions and matches/fixtures as and when scheduled. You will also be expected to take on the role of Form teacher, as well as Tutor to a smaller group of pupils; a key aspect of the school's wellbeing support and provision.

To participate in a range of extra-curricular activities and duties, selected through discussion or at the request of a member of the Senior Leadership Team.

Key responsibilities:

- Subject teaching to assigned classes, including Scholarship level material.
- Planning, preparation, marking and evaluation of classwork and any prep that has been set. The setting of assessments and exams as required by the school.
- Lead, support, and motivate staff working within the department and oversee the department's organisation and management.
- Monitor all forms of assessment within the department, including the writing of reports and comments, as required by the school.
- To consider the needs of all pupils within lessons, especially those who have SEND and who might be considered gifted and talented.
- To co-ordinate and oversee subject trips within the department, ensuring risk assessments and health and safety policies are completed and adhered to.
- As a designated Form Teacher, to undertake the pastoral and administrative duties in respect of the form to which assigned.
- To participate in a range of extra-curricular activities and duties, selected through discussion or at the request of a member of the Senior Leadership Team.
- To attend meetings when requested, given reasonable notice. These meetings may be for staff, parents, pupils, or other interested groups, e.g. governors.
- Participation in extra-curricular activities, both on a regular basis, and when additionally required for specific reasons. These may include evening clubs for the boarders or the participation in evening and weekend duties, on a rota basis.
- Attendance at parents' meetings, staff meetings during the term time and INSETS both pre- and post-terms, Governors' Support and Monitoring Group meetings, pastoral meetings with pupils, and any other events the headmaster may request.
- To promote the department and inspire the children with a love of the subject.
- To carry out the duties of the "member of staff on duty" as requested, and as laid out in the current staff handbook.
- To maintain and update Departmental resources including authentic materials and interesting reading materials.

PERSONAL SPECIFICATION:

- Hold an honours degree, PGCE and/or QTS, or equivalent teaching qualification.
- An intellectual interest in History, alongside a passion for the subject and all it offers.
- A creative learner and teacher, with the ability to inspire pupils.
- To possess excellent and effective classroom management skills.
- The ability to teach girls' and/or boys' sports across the year and year groups is highly essential.
- Able to advise pupils, parents, and staff insightfully. To have a flexible approach to teaching and a willingness to learn.
- An approachable, professional colleague and classroom practitioner.
- Interest in continuing professional development of self and other staff.
- Pragmatism and 'can do' approach, who is willing to be part of a community and contribute to the whole school.
- Able to work independently, using a wide range of resources.
- Ability to prioritise and remain calm under pressure.
- To be flexible, resilient, and well organised.
- Undertaking duties that may be reasonably assigned by the headmaster.

This job description and personal specification indicate only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.