

Appointment of Head of History

Applications are invited for the post of
Head of History with effect from 1st September 2012

Hockerill Anglo-European College

The College

Set on a parkland campus in Bishop's Stortford and located between London and Cambridge, Hockerill Anglo-European College was founded originally as a teacher training College in 1852. We are a highly successful College for 800 boys and girls, both boarding and day, aged between 11 and 18. Students follow the International Baccalaureate Middle Years Programme at KS3 and KS4 alongside the national curriculum, leading to GCSEs. The course of study in the sixth form is exclusively the International Baccalaureate Diploma. Comprehensive induction is provided for staff new to the teaching of the IB Diploma.

Hockerill College was awarded "IB School of the Year" in 2011 in the Sunday Times and has topped the Independent Newspaper's comprehensive schools league table for the past five years, outperforming many of the top independent schools. We aim to provide our students with an exceptionally well-rounded education that not only equips them with sound internationally recognised academic qualifications but also ensures that they possess the confidence and communication skills to move seamlessly and successfully on in their chosen careers.

The College week runs from Monday to Saturday lunchtime. All staff attend a staff briefing at 8.45 am each morning, and are expected to make a meaningful and significant contribution to the co-curricular life of the College. The intensity of College life is compensated for in terms of holidays which are significantly longer than those in other state sector schools. Support for College events at evenings and weekends, during term-time, is also expected.

Applicants are asked to complete the College's own application form, and submit with it a written letter of application (not more than 2 sides of A4) and, if they wish, their own CV. The application form must be completed in full, if not, it may be rejected. All applications will be acknowledged. Short-listed applicants will be informed by telephone. Candidates invited to interview will be asked to present, at interview: (a) passport or other official photographic I.D. (b) original copies of certificates etc. verifying academic and teaching qualifications. The College is a member of the Teachers' Pension Scheme.

All staff uphold the highest professional standards with regard to the care and protection of children. Any offer of employment is conditional upon satisfactory references, the candidate disclosing fully any previous disciplinary investigations or criminal convictions, satisfactory CRB and List 99 clearance, along with the verification of identity and qualifications.

The Humanities Faculty

The Humanities Faculty comprises Geography, History, Religious Education, Business Studies and Social and Cultural Anthropology. It is a large and friendly faculty with staff from a range of backgrounds. It is a highly successful Faculty which produces consistently good results at both GCSE and the International Baccalaureate Diploma Programme (IBDP). A particular feature of the work of the faculty is the bilingual section whereby many students in Year 9 and 10 study History and/or Geography through the medium of French/German. The bilingual section is renowned nationally and we regularly welcome other colleagues to observe our work. It is not a requirement of this post to speak French or German, however an ability in either language would be an asset.

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The Faculty is housed within the Millennium Suite in the College. All the main teaching rooms are equipped with IWBs.

In the VI form all students take the Diploma programme. Group 3 is Individuals and Societies and students may choose from Business and Management, Geography, History or Social and Cultural Anthropology. All are popular options with a healthy uptake. In Years 7-11, the students follow the IB Middle Years Programme. This enhances the teaching and learning and makes for a stimulating and exciting learning environment. The Humanities Faculty frequently takes the lead in organising the creative activity days eg: Human Rights day). Students are taught in mixed-ability groups in Year 7 and are in sets in Years 8 and 9. In Years 10 and 11, students take GCSE in either History or Geography; some students study a second Humanities subject.

The international atmosphere of the College, created by our many international visits, numerous international visitors to the College and a considerable number of foreign students are the ideal environment for our students to study successfully and prepare for the world at large.

The History Department

There is currently one full time member of staff and several part time member of the department many of whom contribute to the bilingual programme.

At GCSE students are currently studying Edexcel specification B. (Germany 1918-45, Medicine through Time, Surgery and the Vietnam War for Controlled Assessment) At Diploma level we follow History Route 2 and the prescribed topic for paper 1 is currently Peace-making 1919-36. At Keys Stage 3 we follow the IBO MYP programme of study.

The successful applicant will be an outstanding teacher of History who can lead the teaching and learning of the subject in the College and continue to play an active role in promoting both History and the Humanities Faculty across the College. We are looking for enthusiasm for History and History teaching as well as an energetic character with the commitment to raise the standards and profile of both the History department and contribute to the running of this highly successful Faculty.

Remuneration: Main scale plus Fringe plus TLR TBD. There may be a possibility of accommodation on the campus in lieu of boarding duties.

The closing date for applications is Friday 9th March 2012.

Interviews of the short-listed candidates will be held at the school during week commencing 19th March 2012.

Simon Dennis
Principal

Head of History Detailed Job Description

Specific duties will include:

1. To lead the teaching and learning of History in the College.
2. To support the head of Humanities and deputise where appropriate.
3. To plan and prepare courses for assigned timetabled classes and groups taking into consideration differing educational needs of students within those classes in accordance with departmental schemes of work.
4. To record students' achievements at regular intervals subject to the instructions of the Head of Faculty and other senior colleagues.
5. To promote and deliver the Every Child Matters agenda within the curriculum where appropriate.
6. To ensure the discipline and safety of all students in the assigned groups and classes.
7. To periodically review and to further methods of teaching and programmes of work.
8. To advise and co-ordinate with the Head of Faculty in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and learning assessment, monitoring, recording and reporting.
9. To participate in department and other meetings which relate to the curriculum and organisation of the College.
10. To take part in the review, development and management of activities relating to the curriculum and organisation of the college.
11. To participate in administrative and organisational tasks relating to such duties as are described above, including management and supervision of persons and providing support for teachers in the College and persons who are training to become teachers.
12. To consult and liaise with parents and attend meetings arranged for the purpose.
13. To undertake an appropriate share of collective staff responsibility to cover for absent colleagues when required.
14. To supervise ancillary staff when required to do so.
15. To participate in Performance Management as defined by the Governors.
16. To participate in INSET courses and other professional development and training as required.

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17. To contribute as appropriate to the selection and professional development of other teachers and non-teaching staff, including the induction and assessment of newly qualified teachers.
18. To take responsibility for the due care of resources and accommodation in the College.
19. To order and allocate, if appropriate, equipment and materials necessary for teaching.
20. To carry out an appropriate share of supervision of College duties.
21. To exercise an appropriate share of responsibility at all times both within and outside the classroom.
22. To carry out such other duties as are necessary to meet the changing needs of the College and its students at the discretion of the Principal.
23. To assist with the co-curricular programme.