

## Head of History and Politics Secondary BSB Castelldefels

Month-Year  
September 2025

**Mission:** To support the following BSB strategic Priorities

1. Care - Provide a caring and supportive environment that embraces diversity and equality so that our school community feels respected and able to thrive.
2. Community -Build a positive and welcoming community for all members of our school. Fostering and valuing collaborative partnerships with students, parents, and wider school partners, to drive and celebrate success.
3. Growth - Provide students with the opportunities, support and challenge to grow as individuals and to become successful young citizens. Develop an exciting and engaging environment in which staff reflect, innovate and create.
4. Learning -Develop a community where all members are active learners who embrace creativity, innovation and challenge.

**Safeguarding:** To comply with safeguarding policies, procedures and code of conduct. To demonstrate a personal commitment to safeguarding and student/colleague wellbeing. To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy. To engage in safeguarding training when required.

KPIs	Values	Functions	Skills
Number and quality of events and opportunities promoting work done in subject/faculty areas. Public exam results. Observations. Student survey data. Staff survey data. Parent survey data.	<ul style="list-style-type: none"> <li>• <i>Excellence:</i> We aspire to achieve excellence in everything we do, no matter how big or small</li> <li>• <i>Collaboration:</i> Together, we are more aligned and more effective.</li> <li>• <i>Respect:</i> We treat all with fairness, compassion and respect</li> <li>• <i>Integrity:</i> We do what we say we will do.</li> <li>• <i>Accountability:</i> We have a clear sense of what is expected of us and we do our utmost to deliver, taking our responsibilities as educators seriously.</li> </ul>	<ol style="list-style-type: none"> <li>1. As a Teacher - See Secondary Teacher job description</li> <li>2. As a Head of Faculty/Subject                             <ul style="list-style-type: none"> <li>Develop a vision for how the subject/subjects can be developed in line with the school improvement plan.</li> <li>Lead the collaborative planning and development of the subject curriculum/oversee the collaborative planning and development of subject curricula within the Faculty.</li> <li>Develop and promote the wider programme of initiatives for subject/subjects within Faculty.</li> <li>Attend Academic Lead meetings as well as any relevant meetings</li> <li>Lead professional development conversations and appraise staff within the department, dealing with under performance in your team if required.</li> <li>Lead department meetings, promoting the sharing of good practice.</li> <li>Lead the monitoring, assessment, reporting, review, intervention process within subject and oversee that across others subjects in Faculty. Ensure standardisation and accuracy of all reports.</li> <li>Lead the quality assurance procedure for teaching across subject teachers.</li> <li>Manage the department budget.</li> </ul> </li> <li>3. Other responsibilities                             <ul style="list-style-type: none"> <li>To continue your personal development and participate in the school's staff development programme. To engage actively with the school's performance management programme. To attend staff meetings, open evenings, and parents' evenings. To attend morning assemblies and staff morning briefing unless on duty. As a tutor you should support the pastoral care for your form group, seeking to help individuals' character development. You will also be expected to contribute towards the wider leadership of BSB, helping to deliver the whole school strategic priorities. You will be expected to do anything reasonable required by the Headteacher.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Ability to lead and manage a team, in line with wider school development and approaches</li> <li>• Strong organisational skills</li> <li>• Ability to work and contribute in a team</li> <li>• Ability to manage change sensitively and effectively</li> <li>• Initiative, passion, creativity and optimism</li> <li>• High commitment to raise the standards of academic achievement of all pupils</li> <li>• Clear understanding of effective teaching, learning and assessment techniques</li> <li>• An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures</li> <li>• You still love working with children</li> </ul>

**Profile:**

- Qualification: Bachelor's Degree with QTS or International equivalent essential.
  - Knowledge/experience: Teaching experience in Secondary School at all three key stages essential. Experience of either History or Politics IB and A Level desirable.
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- Direct Report: Assistant Head Teaching and Learning

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks, to the maximum extent permitted by law will be undertaken before any appointment is confirmed.

Signed: ..... Name (Print): ..... Date: .....