

HEAD OF POLITICS

Candidate Pack



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy, so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where **'staff overwhelmingly feel well cared for'** and behaviour is **'exemplary'**. [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body, and a stable, experienced and supportive school leadership team, which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations, 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at the universities, including an average of 15 students taking up offers at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as **'winning the lottery'** in the Good School Guide and Ofsted judged us **'outstanding'** in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

Hannah Jenkins.



HEAD OF POLITICS (MPS/UPS plus TLR 2a)

**Part Time, Permanent Position
Required for September 2026**

Closing date: 9am, Monday 13 April 2026

Interview date: w/c Monday 20 April 2026

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Head of Politics. We are seeking a highly motivated and energetic candidate to join our very successful Politics Department. Politics is a popular A Level subject and many of our students go on to study Politics or politically related subjects at Russell Group Universities.

In the 2025 A level examinations:

- 80% of A Level Politics results were graded A*-A with 97% graded A*-B.

You can read more about the Politics Department by following this link:

<https://damealiceowens.herts.sch.uk/departments/politics/>



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



JOB DESCRIPTION

Post Title: Head of Politics
Responsible to: SLT Line Manager

Purpose of the Role:

- To lead the development, management and strategic direction of the department ensuring the highest academic standards;
- To develop the skills and knowledge of those in your team so the department can continue to flourish in order to continually raise standards of teaching and learning therein;
- To be accountable for high levels of student achievement and progress across the department;
- To be responsible for the structure and shape of the academic timetables and extra-curricular offer, deploying staff and resources to ensure opportunity for all, best student outcomes and excellent value for money.

Responsibilities

- To set the tone and the ethos for the department education within and beyond the set curriculum ensuring outstanding public examination results;
- Articulate a clear vision showing the ability to bring the department on board to work towards that vision;
- To inspire and lead the staff within and associated with your department;
- To inspire and motivate students of all abilities;
- To support students seeking to continue their education into FE/Higher Education establishments as required by the school and the students;
- To manage the departmental budget;
- Complete any additional responsibilities as reasonably required by the Headteacher.

Leadership and Management

- Lead and manage the department by providing a professional, positive, proactive and creative approach to all areas of the curriculum at all key stages;
- Support the SLT in implementing whole school practice;
- Manage and delegate job roles within the department;
- Represent the views of the department at Subject Leader Forum meetings;
- Contribute to whole school strategic planning through input into the School Improvement Plan (SIP) as well as the School Self Evaluation (SSE) where appropriate as well as taking responsibility for the Department Improvement Plan (DIP) and Departmental Evaluation Plan (DEP);
- Organise regular departmental meetings to discuss innovation in Teaching and Learning as well as to provide the opportunity to disseminate good practice, establish and monitor standards and evaluate the progress of all students and groups against targets as well as the impact of action plans in place to continually raise standards;
- Be aware of the health and safety of all members of the school community at all times when engaged in school activities either on or off site and to deal with or report any areas of concern immediately.



Through effective line management

- Promote the wellbeing/morale of colleagues;
- Develop a team ethos;
- Provide opportunities for staff to discuss their own personal development and wellbeing;
- Support staff in receiving appropriate CPD which meets the needs of the individual, the department and the school;
- Ensure that staff are given a full range of teaching experiences and are allowed to develop different aspects of their teaching;
- Support effective Performance Development of your staff;
- Establish effective departmental communication through the timely preparation of agendas, chairing of meetings and publication of minutes;
- Support staff who may have to deal with challenging parents.

New staff

- Assist with the appointment and induction of new staff within the department;
- Work closely with trainees/Early Career Teachers as appropriate.

Teaching and Learning

- Teach well prepared, challenging lessons in accordance with Dame Alice Owen's School's expectations;
- Demonstrate your commitment to personal development through your actions and your commitment to your own development;
- Lead curriculum change as appropriate;
- Oversee the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students;
- Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required;
- Review and constantly seek to improve the quality of teaching and learning in the department through observation, learning walks, book looks as well as listening to student voice;
- Encourage staff to share good practice within the department;
- Promote a stimulating learning environment, including useful and stimulating displays, which support and encourage learning and understanding;
- Develop the department page(s) on a Google Site/Google Classroom to facilitate independent learning across the school.



Achievements and Standards

- Analyse and interpret all performance and report data;
- Track and monitor individual students and different groups of students in order to develop appropriate action plans and interventions to share with necessary staff to bring about improvement where needed;
- Monitor the quality of teaching, learning and achievement through sampling of lessons, student voice and student work;
- Take responsibility for overall behaviour management within the department and across the school to ensure a safe, secure and structured learning environment.

General requirements

- To carry out any pastoral support roles (including being a tutor) as required;
- Provide clear and useful feedback to students and parents/carers as required;
- To attend periodical after school meetings/events such as Visitation, Parents' Evenings, Whole Staff meetings or Senior Leadership Team meetings as required by the Headteacher and published in the school calendar;
- To contribute to the school newsletter, as appropriate;
- To check your email regularly and respond in a timely manner.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Education	Desirable/ Essential
Holds a degree (or higher) level qualification in a related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
Experience	
Experience from a similar post with management responsibility within existing or previous school	D
Recent experience of teaching A Level	E
Involvement in the professional development of staff	D
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding extra-curricular provision	D
Specialist skills and knowledge	
Strong working knowledge of the National Curriculum, issues and developments	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Ability to motivate and coach staff to perform to the best of their ability	E
Other	
An outstanding classroom practitioner, if you have been teaching for some time, or evidence of the potential to become one	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence and interpersonal, communication skills	E
A good sense of humour!	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page: <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Dan Latham, current Head of History & Politics at lathamd@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a senior position such as this. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

