



MARLBOROUGH COLLEGE

Job Description

Starting September 2025 or January 2026

POSITION: Head of Politics

DEPARTMENT: Politics

REPORTING TO: Deputy Head (Academic)

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Futures Department provides guidance to ensure further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Sinfonia Smith Square and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Key purpose of the role

Marlborough College seeks to appoint a talented teacher to join as ‘Head’ of its popular and academically successful Politics Department. The successful candidate will be an outstanding classroom practitioner with the vision to be creative, the passion to motivate, and the subject knowledge to challenge and inspire. They will be an inspiring individual, driven to ensure the quality of learning and teaching across Politics at Marlborough is second to none, demonstrating an ability to successfully and collaboratively create and implement strategy to achieve this ambitious aim.

The successful candidate will be expected to become involved in College life beyond the classroom, and to contribute to the pastoral and co-curricular provision that lies at the heart of a busy boarding school.

Overall Teaching Responsibilities

To deliver exceptional and inspiring teaching to our students in accordance with our curriculum, teachers’ standards and College values.

Key Responsibilities

- Contribute to the design and delivery of an ambitious and innovative curriculum
- Play a role in delivering key College-wide initiatives
- Be alert to the opportunities to extend and enrich pupils’ experience, through talks, trips and other appropriate events and their own expertise
- Be committed to a high level of pedagogical and professional development.
- To implement and deliver the curriculum, adapting practice according to age and educational need
- To set stretching and realistic targets for pupils that encourage collective and individual aspirations
- To monitor and assess pupil work and prepare feedback
- To research new topic areas and maintain up-to-date subject knowledge
- To assess, monitor and report pupil attainment;
- To design collective and individual interventions where appropriate
- To prepare pupils for exams and external assessment;
- To direct teaching assistants and trainee teachers in the classroom; and
- To liaise with parents, carers and other academic stakeholders about progress and pupil engagement.

Additional Duties:

- Play a full part in the life of the College community, to support its mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings
- Take part, as may be required, in the review, development and management of

- activities relating to the curriculum, organisation and pastoral functions of the College
- Carry out duties in accordance with the requirements for Co-Curricular and Pastoral duties
- Promote actively the College's policies and values
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate

Head of Department (HoD) responsibilities

The responsibilities of the 'Head of Department' are in addition to being an inspiring and outstanding classroom practitioner, and include but are not limited to the below:

Leadership

- The creation and implementation of a vision for the Department, in line with the College's strategic plan;
- Be responsible for designing, implementing and monitoring the delivery of an ambitious curriculum.
- Be alert to the opportunities to extend and enrich pupils experience of the subject through for example, talks, trips and other appropriate events.
- Be able to work collaboratively with all Politics colleagues and other allied academic departments
- Be committed to a high level of professional and pedagogical development and to ensuring the highest standards of teaching in the department.
- Holding regular meetings to maintain and evaluate this shared vision and direction for the Department, as well as for dealing with more day-to-day matters;
- Leading curriculum development and the creation of effective and exciting schemes of work;
- Support and induction of new teachers; regard for, and interest in, the continuing professional development of all teachers in the Department;
- Delegation of departmental initiatives and responsibilities to groups and individual colleagues in the spirit of teamwork and professional development;
- Attendance at and contribution to HoDs meetings and other whole-school committee meetings as appropriate.

Administration:

- Planning and monitoring the departmental budget;
- Producing and updating teaching set lists;
- Preparation of paperwork for internal and public exams;
- Purchase of library books and audio-visual material; updating and development of resources and IT;
- Preparation of departmental strategic plan, annual report, results analyses, budget requests and annual review of schemes of work;
- Producing analyses of public exam results, and, based on that, an annual strategic review for the Deputy Head (Academic) and the Master.

Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job related skills and knowledge:	<p>Excellent subject knowledge with strong classroom management skills and rapport with pupils</p> <p>Experience of successful management / completing tasks / projects to deadlines</p> <p>A strong, resilient, and dynamic character</p> <p>The ability to lead change and to inspire others</p> <p>Excellent communication and inter-personal skills</p> <p>Strong IT skills for the better performance of the role</p>	<p>Additional and appropriate experience and training to meet the requirements of the role</p> <p>Experience of teaching within a boarding setting</p> <p>Graduate with QTS and previous teaching experience in one or more establishments</p>	<p>Covering letter, CV, application form and interview</p> <p>References</p> <p>Lesson observation and references</p>
Experience:	<p>Good team management, ability to influence, drive and empower colleagues</p> <p>Have high personal and professional standards and well-developed pastoral skills and instincts</p> <p>Able to demonstrate the ability to enthuse and encourage others</p>	<p>Question setting / examination marking / team leading experience at (I)GCSE and / or A level</p> <p>Previous experience of leading an academic department</p>	<p>Covering letter, CV, application form and interview</p> <p>References</p> <p>Lesson observation and references</p>
Demonstrated record of professional development related to the subject:	<p>Education to degree level</p>	<p>A recognised teaching qualification, such as a PGCE</p> <p>A relevant post graduate qualification such as an advanced degree</p> <p>Membership of a professional body</p>	<p>Documentary evidence</p> <p>Interview</p>

Other requirements:	<p>Flexible, motivated, able to work unsupervised and with independence</p> <p>Resilient and able to work under pressure, dealing equally well with deadlines and unexpected challenges</p> <p>Professional, discrete and tactful with colleagues and pupils alike</p> <p>Willingness to take part in the wider life of the College, including at weekends</p> <p>Willing and able to work for periods during holiday time, as and when necessary, in support of the Department and the College</p> <p>Commitment to safeguarding and equality of opportunity</p> <p>Successful candidate requires Enhanced Disclosure & Barring Service Clearance</p>	<p>Able to promote the image of the College through an articulate and confident approach</p> <p>Organisational abilities: to be systematic; efficient; meet deadlines and to prioritise</p> <p>Willingness and ability to support the co-curricular programme at the College</p>	<p>Covering letter, CV, application form and interview</p> <p>References</p> <p>Application to the Agency funded by the College</p>
---------------------	--	--	---

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding Statement (Updated Mar 2024)

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied 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 online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- A Guide to UK Data Protection: Education
- Equality and Diversity
- Fire Safety in Education
- Health and Safety in Education: Staff Awareness
- Keeping Children Safe in Education 2024 Part 1 Questionnaire
- Moving and Handling
- Online Safety
- Working with Display Screen Equipment
- The Prevent Duty

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: