A young girl and a young boy are standing side-by-side in a library. The girl on the left is wearing a dark blue blazer over a white collared shirt and a dark blue V-neck sweater. She has a small circular badge on her left lapel and is wearing a blue and white plaid skirt. The boy on the right is wearing a dark blue blazer over a white collared shirt and a blue and white striped tie. He is wearing dark blue trousers. Both children are smiling at the camera. The background is a blurred library with bookshelves.

# **APPOINTMENT OF HEAD OF HISTORY AND POLITICS**

## **CANDIDATE INFORMATION PACK**



**SIR WILLIAM PERKINS'S  
SCHOOL**

A photograph of four female students in school uniforms walking along a paved path. They are wearing dark blue blazers, dark blue V-neck sweaters, and blue and white plaid skirts. They are also wearing dark blue knee-high socks and black shoes. The background features a brick building, a wooden pergola with yellow-leaved vines, and green bushes. The text 'WELCOME TO SIR WILLIAM PERKINS'S SCHOOL' is overlaid on the right side of the image in white, bold, sans-serif capital letters, with a small horizontal line underneath.


# WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

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At Sir William Perkins's School, academic success is always our priority, but education should be about far more than achieving top grades. We believe in educating the whole person and equipping our students with the confidence to make their mark on the world. We challenge each student to explore their potential through academic aspiration and active participation and we teach our students to expect Great Things of themselves, because we know every individual is capable of Great Things.

Sir William Perkins's School is a high-performing independent co-educational day school for approximately 600 students aged 11 – 18 years. The school will open its doors to boys from September 2026, subject to regulatory approval from the DfE. This will be a phased introduction, with boys initially joining Years 7 and 12, with the School becoming fully co-educational by 2030. The Head is both a member of HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

A young girl and a young boy in school uniforms are standing in a library. The girl is on the left, wearing a dark blue blazer over a white shirt and a blue and white plaid skirt. The boy is on the right, wearing a dark blue blazer over a white shirt and a blue and white plaid tie. They are both smiling. The background is a blurred library with bookshelves.

“  
**SWPS IS A PLACE WHERE  
LEARNING AND  
ENJOYMENT GO  
HAND-IN-HAND, MEANING  
THAT GOOD GRADES ARE  
THE HAPPY BY-PRODUCT  
OF A WELL-ROUNDED  
EDUCATION.**  
”

The Good Schools Guide

## OUR AIMS

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### The School's Aims are to:

#### World-Ready

Our students are ready for the world, and ready to make the world better for everyone

#### Personalised Achievement

We provide an education that enables success for everyone - personalised and ambitious, with excellence the norm

#### Enriching Experiences

All students enjoy an enriching school life beyond the classroom

#### Culture of Care

We promote a culture of care for all

#### Partnerships and Connections

We are a school embedded in the local, national and global community, learning through partnership and collaboration

#### Flourishing Staff

Our staff are engaged with the school's mission, are valued members of the community and are supported in their personal growth

## ABOUT US

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Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2025 describes our "SWPS is a place where learning and enjoyment go hand-in-hand, meaning that good grades are the happy by-product of a well-rounded education".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at [www.swps.org.uk](http://www.swps.org.uk)





# HEAD OF HISTORY AND POLITICS PERSON SPECIFICATION

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## PERSON SPECIFICATION

A well-qualified graduate with a relevant, good honours degree

An excellent classroom practitioner

Experience of teaching History from Year 7 through to A level

Experience of teaching Politics A Level is desirable

## KNOWLEDGE, SKILLS AND ABILITIES

Ability to inspire and motivate students and staff

Ability to relate effectively and to earn the confidence of colleagues, students and parents

Ability to lead a team, manage a department and monitor provision

Good organisational and time management skills and ability to embrace school digital strategy

Ability to use strategies that effectively support the School's policies and procedures, e.g. on safeguarding, health & safety, rewards and discipline, monitoring and tracking, etc

A good working knowledge of Teaching and Learning issues reflected in classroom practice

Up-to-date knowledge of the specifications

## QUALIFICATIONS AND EXPERIENCE

A well-qualified graduate with a good honours degree

A first rate classroom teacher

Experience of teaching History from Year 7 through to A Level

Experience of teaching Politics A Level is desirable

Willingness to embrace the School's digital strategy

## PERSONAL ATTRIBUTES

Commitment to the aims, ethos and objectives of the department and the School

Professional and with integrity

Passion for the subject

Good communicator

Keen interest in all aspects of School life and happy to get involved

Enjoyment of new challenges and experiences

Flexible and Reflective

Kind, personable and aimable



## HEAD OF HISTORY AND POLITICS JOB DESCRIPTION

ACCOUNTABLE TO:  
DEPUTY HEAD PASTORAL

Full-time, permanent

The Head of Department is responsible for encouraging enthusiasm and success in the subject and the smooth running of the Department. This is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post.

All full-time members of teaching staff are expected to be Form Tutors.

### JOB PROFILE

Keep up to date with curriculum developments and implementing changes as appropriate

Review teaching methods and resources regularly and adapting them to the needs of the students

To liaise with other departments outside the History and Politics Department, especially those whose work is likely to overlap

To produce, and ensure that there are annual revisions of, the Schemes of Work, Departmental Handbook and Development Plan in relation to the School Development Plan

To ensure that data is available and used to monitor, track and record student progress and attainment, alerting tutors, Heads of Years and parents where there are concerns

To ensure that relevant departmental policies are implemented and updated annually

To advise on the timetable needs of the subject, including making best use of the facilities

To be responsible for the academic, professional and personal development of all staff in the department including appraisal and performance management

To assist with the interviewing and appointment of applicants for posts in the department

To run the departmental budget, including the authorising the ordering of equipment

To ensure that material/displays are in place for Open Days and other school events and to attend events as required

To ensure that the school's Health and Safety Policy is implemented within the department

To assist with the admissions process for students wishing to take History or Politics in the Sixth Form

To attend parents evenings, open evenings, occasional Saturday events and other school functions as appropriate, and to ensure that other members of the department do likewise

Be a Tutor under the direction of the Head of Year, taking responsibility for the academic and pastoral welfare and progress of the students in their form

Be involved in the wider life of the school, support, and initiate co-curricular activities in the department and the school

Undertake any reasonable task as directed by the Head of Department, Head of Year or Senior Leadership Team member

Strive for personal and professional development through active involvement in the school's appraisal system and performance management procedures

Be committed to the safeguarding of children and young people.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead.



# WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,  
EXCITING AND SUPPORTIVE PLACE TO WORK.  
THE SCHOOL OFFERS AN ATTRACTIVE RANGE  
OF BENEFITS

## BENEFITS

Defined process to apply for teaching salary thresholds

School-specific salary scale which recognises the qualifications, skills and experience of the candidate

Fee remission

APTIS Pension Scheme for teaching staff

Life assurance

Income protection

Learning and development opportunities including financial support for postgraduate study

173 Teaching Days plus five INSET days per year

Initial teaching training and NQT induction programme both include reduced timetable and weekly mentor support

Outstanding subject facilities

iPad scheme for teaching staff

Access to Employee Assistance Programme (EAP)

Free lunch during term time, when working hours permit

Limited free car parking on site

Enhanced sickness and family friendly policies

On site Fitness sessions for a small fee

Strong tradition of on-going financial investment and development

Opportunities to travel the world through domestic and international trips and tours

Library facilities open to all

Staff Social Committee

Warm and engaging working environment and an excellent staff room

Access to a staff discount platform



# JOIN US

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## APPLICATION

Applications should include a personal statement and are made through the School's website at [www.eteach.com/careers/swps/](http://www.eteach.com/careers/swps/)

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

## LOCATION

Full details are available at [www.swps.org.uk/contact-us](http://www.swps.org.uk/contact-us)

### By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

### By Rail

Chertsey Train Station is a five minute walk away from the school





SIR WILLIAM PERKINS'S  
SCHOOL

Guildford Road, Chertsey, Surrey KT16 9BN  
01932 574 900   office@swps.org.uk   swps.org.uk