



Recruitment Pack

Head of Geography

Required from September 2018

Employment Status	Full Time • Permanent
Employment Location	Framlingham College
Application Closing Date	Midday on Wednesday, 21 st February 2018
Interviews Week Commencing	Monday, 26 th February 2018

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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Welcome from the Headmaster

Dear Applicant,

Thank you for your interest in the position of Head of Geography at Framlingham College.

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

We are seeking to appoint an outstanding and dynamic Head of Department to lead our Geography Department from September 2018. There is a strong focus upon providing high quality teaching and learning within the department, and results are excellent with a number of our students regularly going

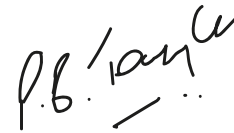
on to study the subject at university. The successful candidate will have a proven track record of excellent teaching of Geography to A level. This role should provide an exciting opportunity for the right candidate to lead a fine department in a forward-looking and inspirational environment.

A willingness to make a full contribution to life in this busy boarding school is essential. In return, we offer extensive ongoing CPD opportunities and a highly-supportive working environment.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

With all good wishes,



Paul Taylor
Headmaster, Framlingham College



How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes (available on our website),

Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information. Applications should be received no later than **Midday on Wednesday, 21st February 2018**. The Interview stage will take place during the week of Monday, 26th February 2018 and you will receive confirmation of the exact interview date if you are shortlisted for interview.

Please send your completed application form to:

The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY

You can also email your application to: **hr@framcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Job Information

Reports To:

Deputy Head (Academic)

Job Location:

Framlingham College

Pension:

Teachers Pension Scheme

Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into the Teachers pension scheme including free financial advice from an adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Childcare vouchers available through the BusyBees provider;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Job Description

Duties and Responsibilities of Post Holder

- Monitor the quality of Teaching and Learning within the department, and look beyond the department in terms of sharing and observing good practice;
- Monitor the nature and quality of Assessment and Feedback within the department;
- Manage teachers within the department, ensuring they feel well-supported in all areas, including appraisal and CPD;
- Keep abreast of changes in examination board specifications and ensure that appropriate Schemes of Work are developed;
- Manage the department budget and develop the resources of the department to ensure they meet the needs of staff and students;
- Ensure that the department area is well-presented and complements teaching and learning;
- Oversee the setting and marking of examinations (internal and entrance);
- Monitor the progress of students;
- Assist the timetabling process with regards to placing students in sets and assigning teaching loads to staff;
- Promote the subject within the College;
- Liaise with Head of Department at Framlingham College Prep School.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Child Protection Policy 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 s/he must report any concerns to the school's Designated Safeguarding Lead.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

Professional Attributes	Essential	Desirable
Qualifications relevant to the post	✓	
Experience of teaching Geography to A Level (or equivalent)	✓	
An inspirational teacher	✓	
Possessing excellent and effective classroom management skills	✓	
A high level of IT Literacy	✓	
Relevant and recent INSET	✓	
Awareness of safeguarding issues, including legislation and good practice	✓	
Knowledge of current curriculum developments	✓	
Understanding of importance of maintaining appropriate documentation	✓	
Involvement with whole school curriculum development		✓
Experience of managing change and improvement		✓
Experience of managing budgets		✓

Personal Attributes	Essential	Desirable
A passion for teaching	✓	
Good interpersonal skills	✓	
Ability to lead, motivate and manage others	✓	
Effective organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for teachers and learners alike	✓	
Enthusiasm for being involved in the life of a busy boarding school	✓	
Motivation to take the department forward and to introduce initiatives	✓	



Framlingham Castle and St Michael's Church as seen from the driveway leading to Framlingham College



Further Information

The Geography Department

Geography is a very popular subject at the College: currently, 116 pupils study GCSE in eight sets and 62 pupils study A Level in six sets. In 2017, Geography was the largest subject at A-Level. Geography is a popular University course for our students and presently we have Old Framlinghamians reading Geography at Leeds, Manchester, Durham, Exeter, Southampton and Newcastle.

The Year 9 curriculum aims to foster curiosity and develop geographical skills including the use of GIS. Topics include: Connections, Tourism, Globalisation and Natural Hazards, as well as an independent investigation on Framlingham. This year pupils conducted fieldwork in Great Yarmouth as part of the Tourism Unit and completed a problem solving exercise using the data collected.

At GCSE, we follow the Eduqas B syllabus. This has a real emphasis on geographical skills and those sitting exams in 2018 have studied the concept of sphere of influence using the technique of collecting data along transects in Ipswich and Southwold in preparation for their fieldwork exam.

At A Level, we follow the linear Eduqas syllabus. In Year 12, students study Coasts, Changing Places, Water and Carbon Cycles, Global Governance before beginning their Independent Investigation. In Year 13, the project is completed as well as Tectonics, Ecosystems and Economic Growth and Challenge: China. This course is supported by fieldtrips to Southwold, Reading, Burnham Overy Staithe in North Norfolk and local fieldwork in Framlingham to investigate the concept of Place. The department also runs a bi-annual trip to Iceland and, in 2016, 34 A Level Geographers enjoyed the five day visit in the Autumn half term.

Geography is taught in three dedicated classrooms with smart boards and the department has 10 PCs in a shared space used by both students and staff. There is a storeroom with a range of fieldwork equipment.

Six experienced geographers share the teaching with four teachers delivering the A Level course. All members of the team actively contribute to fieldwork investigations.

The Department has a Geography Society providing a balance between visits from outside speakers and student-centred activities aimed at particular year groups. It meets every half term.



About **Framlingham College**

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

The College embraces students with a wide range of abilities and interests, believing that breadth and diversity builds a richer environment and every pupil has a role to play in the community.

The picture-perfect grounds with the stunning backdrop of Framlingham Castle gives them space to breathe and provides them with safe surroundings to blossom into rounded, decent, articulate and very well-educated young men and women.

We invest time in our children. We know what makes them tick. We provide support and tailored education to ignite passion, triggering curiosity to get the very best out of each and every child.

To stretch those gifted and talented students we offer mentoring programmes with clear pathways to excellence.

Pupils leave the College, pursuing their chosen passion, both well-qualified and well-prepared, ready to take the world by storm!

Our **Location**

The Framlingham College campus sits at the heart of the beautiful, vibrant yet historic market town of Framlingham, in Suffolk.

The town, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

Framlingham College Prep School – also home to the Nursery – is in the nearby village of Brandeston, approximately three miles from Framlingham.