

Applications are invited for the post of
Head of Humanities Faculty
(Geography specialism)
Required from September 2018

The School

The Cathedral School in Llandaff is the leading independent school in Cardiff, the capital city of Wales. It educates approx. 800 students, boys and girls, aged from 3 – 18.

The school is located on an attractive campus adjacent to the ancient Llandaff Cathedral. It was founded in 1880 as a choir school to provide choristers to the Cathedral, and this tradition continues today. The school moved to its present campus in 1958, then numbering 190 boys and being a preparatory school. It became co-educational in 1978, and expanded very successfully to GCSE 12 years ago, achieving amongst the best GCSE results in Wales every year since. The Sixth Form began in September 2013 and has grown and developed each year; with outstanding results and students progressing to a wide range of university courses. There are no boarders; all of our students come from the locality, most from within a 20 mile radius. Standards, academic and behavioural, are very high. All students are expected to give and to be the best they can.

The Cathedral School is a member of the Woodard family of schools and is the only Anglican choir school in Wales. The Christian faith is central to the life of the school and all members of staff are expected to actively promote the aims of a Christian school, to contribute willingly and generously of their time and commitment to school life, and to sincerely seek to do and to be their best.

In addition to membership of the Woodard Corporation, the Cathedral School is a member of the Society of Heads (formerly SHMIS), IAPS (The Independent Association of Prep Schools) and also of the Choir Schools' Association.

The School's Aims

The school offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It is expected that students will progress within the school until A-level. The school not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all of its students. We want children to take risks in the classroom, not to be afraid of getting it wrong, but rather to be confident enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom, and we are always looking to identify and celebrate these at every opportunity.

Ultimately, our aim is to equip our young people with the skills, abilities, interests, experiences, qualifications and, most importantly, vision and values to be the best that they can be, and to spend their lives promoting the common good. We hope that each of them will, in some way either great or small, make the world a better place.

Humanities at The Cathedral School

There are eight faculties at The Cathedral School: Art, Design & Computing; English & Drama; Humanities; Languages; Mathematics; Music, Sciences; and Sport. The school follows the English pathway at GCSE and at A Level.

The Humanities Faculty is a high-achieving, dynamic team of enthusiastic individuals. The faculty is comprised of the Geography, History, Religious Studies, Psychology, Economics and Government & Politics subject areas. The Head of Faculty is responsible for teaching and learning in all subject areas within the faculty, and for ensuring that the content, tone and methodology of teaching is in harmony with the Christian ethos of the school. This is a very important post in the academic life of The Cathedral School.

There is one set per year group in Economics between Year 10 and Year 13, three sets at GCSE in History and two at A Level. Religious Studies is compulsory for every pupil until GCSE and is thriving at A Level. Psychology and Government and Politics are taught only in the Sixth Form.

The Geography Department

This is an exciting time for the Geography department; with excellent results having been achieved in the new GCSE and A Level qualifications. Uptake at GCSE and A Level is high, and the department prides itself on providing the highest quality of teaching and learning. The team has high expectations of its students and aims to engage with them both inside and outside the classroom. There are currently two sets of GCSE groups in Year 10 and Year 11, following the AQA syllabus, and at A Level the groups follow the Eduqas specification. At present the department organises a Year 12 residential trip to North Wales and a biannual overseas trip to Iceland. There will be the opportunity to add to the expanding calendar of regular fieldwork activities, talks, visits and extra-curricular activities.

The students at the school are great fun and are willing to work very hard. They appreciate a teacher who is willing to invest time into their lives and who cares about them and their education.

Should you choose to apply we look forward to meeting you, showing you what we do and hearing what you can offer. We are a friendly, supportive and diligent team, and we would like to develop further through welcoming a knowledgeable and inspirational Head of Faculty to the school community. If you would like any additional information about the role, please contact Dr Nathan Horleston, Deputy Head Academic, via enquiries@cathedral-school.co.uk.

Specific Responsibilities

The successful candidate will be required to teach their specialist subject at all levels throughout the Senior Section; from Key Stage 3 through to GCSE and A Level. Class sizes are a maximum of 24 in Years 7 to 11, and limited to 15 at A Level, enabling us to provide an enhanced learning environment across all year groups.

As the Head of Faculty, the successful candidate will:

Teaching and learning

1. Be a highly effective teacher of their subject/s; an excellent example to others;
2. Ensure that all schemes of work and planning documents are helpfully worded, clear and up to date. The HoF will ensure through monitoring that teaching is taking place as specified in the Schemes of Work (SoW);
3. Ensure that testing is regular, rigorous, fair and appropriate in the Faculty. They will ensure that this testing informs the teaching that pupils receive. They will ensure that end of term or end of year exams are properly organised and appropriate;
4. Ensure that all registers are kept up to date with information relating to learning needs (MAT, ALN pupils, learning styles etc);
5. Submit an annual report to the Head on the work of the Faculty including areas of development to meet needs identified in the School Development Plan;

Staff management and training

6. In liaison with the Deputy Head (Academic), lead, coordinate and arrange subject specific training for all faculty staff. The HoF will ensure that good practice is shared between Faculty members and will foster an atmosphere of co-operation and harmony within the Faculty, which will in turn enable it to function as a team;
7. Report to the Deputy Head (Academic) on the performance of staff, will contribute to staff appraisals and will hold staff to account;
8. Ensure there are effective and meaningful cross-phase links with the subject co-ordinators in the Primary Section;

Curriculum development

9. Keep up to date with curriculum and pedagogic developments. They will ensure that the Cathedral School curriculum offers a broad-based, modern curriculum which challenges the most able and is accessible to all pupils. This will involve researching the different GCSE and A level qualifications as well as other options;
10. Ensure that the Faculty offers a range of activities and trips which extend and complement its teaching. These should ideally be accessible to all pupils and should help to extend the most able;

Management of resources and budgeting

11. Be responsible for the upkeep, renewal and expansion of all resources used within the Faculty and will oversee the smooth and efficient administration of the Faculty;
12. Be responsible for overseeing the maintenance and upkeep of all areas within the Faculty; and
13. Produce for the Bursar an annual budget application which aims to take account of all Faculty needs and development. Once the budget is set, the HoF will ensure that all money is used wisely and will liaise with the Bursar about any difficulties which arise.

All members of staff are expected to make a meaningful and significant contribution to the co-curricular life of the school, and to be in full sympathy with the Christian ethos of this Woodard school, an ethos which pervades all strands of school life.

Person Specification

Essential skills and qualifications

- Track record of high personal academic achievement
- Good honours degree from a respected university
- Track record of high achievement in teaching in own subject area, evidenced through raw and value-added examination results.
- Ability to challenge and inspire pupils across the ability range, including a thorough understanding of the particular needs of ALN and MAT pupils and an ability to explain cogently how these pupils should be supported and stretched
- Awareness of current developments in GCSE and A Level syllabi of the subjects covered by the Faculty
- Confidence and ability to mentor and support colleagues and help develop best practice within the Faculty
- Ability to hold other subject leaders within the Faculty/the Second in Faculty to account and to direct and support them in their leadership and management role
- Ability to observe lessons / conduct learning walks and give effective feedback to staff
- Ability to deal with underperformance as and when necessary, in an evidence-based, objective and direct way
- Ability to conduct appraisals with an evidence-based focus
- Willingness to be involved in the organisation and delivery of trips and visits to support learning within the subjects covered by the Faculty

- Appropriate evidence of commitment to personal professional development
- High quality administrative skills, the ability to work to deadlines, and keep accurate and up to date records
- Ability to manage budgets effectively – to bid, spend and account for monies with care and to observe financial protocols strictly

Desirable skills and qualifications

- PGCE or equivalent
- Relevant postgraduate qualifications
- QTS
- Ability to support student applications for competitive university courses
- Experience of monitoring the work of colleagues
- Experience of managing assessment and moderating outcomes
- Experience as an examiner/moderator at GCSE/A Level
- A basic understanding of the curriculum at Key Stage 1 and Key Stage 2 for the subjects covered by the Faculty
- Experience in the use of ICT in teaching
- An interest in pedagogy
- Experience of leading co-curricular activities (e.g. sport, music, drama, Duke of Edinburgh)
- Understanding of the relationship with parents in a fee-paying school context

Personal characteristics

- A passion for Humanities and their importance in the world around us
- Ability to relate to and support students of all abilities
- Ability to inspire and motivate others
- Strong interpersonal skills along with the ability to be direct, to foster an atmosphere within the Faculty of mutual support and a culture of continuous improvement
- A strong commitment to working with parents/carers
- Enthusiastic, energetic, innovative and ambitious team player
- Ability to be adaptable, flexible and show initiative
- Ability to work to the highest standards without supervision
- Ability to lead by example
- Ability to remain calm under pressure and to always adopt a positive outlook and encourage others
- Committed to supporting the school's Christian ethos
- A sense of humour!

Staff Benefits

All teachers are eligible for membership of the Teachers' Pension Scheme. Salaries are slightly above state sector pay scales and all teachers have an annual appraisal referenced against the Teachers' Standards England 2012 and the Post Threshold Standards. The school day is slightly longer than in the state sector, however the school holidays are significantly more generous. Teachers wishing to have their children educated at the school (subject to places being available and the child/ren satisfying the normal entry criteria) receive a considerable remission on the fees, and all staff are provided with lunch daily, free of charge. The professional development of staff is a high priority. The school is a challenging but rewarding place to work.

Application Procedure

Please download and complete the application form and email it, together with a covering letter of no more than two sides of A4, to Mrs Clare Sherwood, Head, via HeadsPA@cathedral-school.co.uk.

The deadline for applications is **Thursday 15th March 2018 at 12 noon**.

Interviews will take place during the week commencing Monday 19th March 2018.

Further information about the school, including details of our Safer Recruitment Policy, are available on the website at www.cathedral-school.co.uk.

Child Protection

The Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with any previous employer, as considered appropriate, and a criminal record check via the Disclosure & Barring Service. They will be expected to uphold the school's Child Protection Policy (copy on school website) at all times.

Clare Sherwood
Head

