Head of Geography

Job Pack

Job commencement September 2018

2018

ELLESMERE PARK HIGH SCHOOL

PART OT CONSILIUM MULTI-ACADEMY TRUST

Teachers’ Pay Scales + TLR 2b (£4081 per annum)

Dear Applicant,

Thank you for your interest in the position of Head of Geography at Ellesmere Park High School. The school opened in a new building in September 2018 having formerly been Wentworth High School.

Following on from our Ofsted Inspection in 2014, in which we were rated GOOD, we took the decision to ask to become part of a multi academy trust and in July 2017 EPHS joined Consilium Academy Trust. This is a new MAT which values the uniqueness of its schools and it currently has 3 Salford schools in very close proximity to each other so collaborative working and school to school support is a feature of our work. There are other Consilium schools in Doncaster and the North East.

**Our School is a vibrant school,** where all are encouraged to be expressive, creative and enjoy their learning in a positive atmosphere.

**Our School is an inclusive school,** where all are valued and thrive in a safe, caring and supportive environment. We welcome everyone to our diverse community and encourage friendly and mutually respectful relationships.

**Our school is a proud school,** where all aspire to be successful in whatever they do. We strive to enable all to be lifelong learners, equipped to fulfil our dreams.

We are seeking to appoint a well-qualified, creative and enthusiastic Head of Geography to teach KS3 and KS4 across the ability range. They need to be an engaging and forward thinking teacher and leader who will build on the success of the department. This is a crucial role for the school and the successful candidate will need to be able to work independently within the subject area as it is a small department comprising of one specialist teacher, several experienced but non specialist colleagues and the post holder.

This post would suit a first time promotion as the Multi-Academy Trust has a geography consultant who can provide support to the successful candidate.

**We would be delighted to hear from you if you are:**

* An excellent classroom practitioner of Geography.
* Determined to make a real difference to children's life chances.

You will be part of the supportive and committed Culture Faculty which is made up of History, Geography and SMSC subject areas.  Our school is a vibrant, inclusive and proud place - we offer students an exciting curriculum and a huge range of extra-curricular opportunities within a safe, secure and encouraging environment.

To apply for the post please complete an application form, supported by a covering letter of no more than 2 sides of A4 (minimum font size 10) explaining, with examples, how you meet the requirements set out in the person specification.  Please include evidence of your examination outcomes for the last 2 years with your application.

Applications can be sent electronically to [laura.byron@salford.gov.uk](mailto:laura.byron@salford.gov.uk) or posted to the school, addressed to myself.

The closing date for applications is Tuesday 8th May at 12:00pm.  Interviews will be held on Thursday 10th May. Shortlisted candidates will be given full details of the selection process.

Should you wish to visit the school prior to completing your application you will be warmly welcomed.  Please contact Laura Byron, Head’s PA, at [laura.byron@salford.gov.uk](mailto:laura.byron@salford.gov.uk) or by telephone on 0161 789 4565.

We look forward to hearing from you.

Yours sincerely



H L Aaron (Mrs)

Headteacher

**Job Description**

**Summary:**

* Overall responsibility for teaching and learning, achievement and attainment within Geography. To inspire colleagues and all students who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life.
* Organisation of the delivery of the subject in the school. To contribute to the development and maintenance of whole school strategy, policies and ethos.

*The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document for a main-scale teacher.*

**Specific Responsibilities**

**Strategic Direction and Development Of The Subject**

1. To develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning.
2. To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students’ lives.
3. To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
4. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
5. To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
6. To establish and implement a variety of systems and processes which provide good information gathering about students’ prior learning, their progress and achievements and the quality of teaching and learning in the subject.
7. To involve all departmental colleagues in the creation and execution of the yearly departmental development plan. This will identify clear targets, times-scales and success criteria and contribute to the SEF and School Development Plan.
8. To develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the SDP.
9. To support, facilitate and monitor the progress of the departmental development plan to ensure it makes a significant contribution to the SDP
10. To regularly review the progress towards the targets set in the departmental development plan and provide regular progress updates to the SLT link to ensure that they are fully aware of all successes, issues and concerns.
11. To contribute to regular Zone meetings.

**Teaching and Learning**

1. To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject, in line with the SDP.
2. To keep abreast of new developments in content and teaching style, including use of new technologies.
3. To monitor and evaluate the department’s specification and schemes of work.
4. To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
5. To ensure that all subject staff follow the agreed syllabus/specification.
6. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).
7. To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
8. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
9. To assist the SLT link in the regular review of the standards of leadership, teaching and learning in the subject area
10. To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

**Leadership and Management**

1. To give necessary help and guidance to all subject staff.
2. To ensure that all subject staff understand, and are actively implementing, the key aspects of the school’s behaviour and inclusion policies.
3. To ensure that subject staff are familiar with and follow all school and Zone policies e.g. reports, disciplinary procedures, setting and marking of work.
4. To manage the support staff in the department.

**Resource Management**

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation of the subject area.
3. To ensure that the teaching area allocated to the department is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with school and local authority procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the school and local authority to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The Postholder will be expected to carry out all duties in the context of and in compliance with the School Equalities Policies.

Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Person Specification Job Title: Head of Geography | | | |
| Person Specification | **Essential** | **Desirable** | **Method of assessment** |
| *Qualifications* | * DfE recognised Qualified Teacher Status * Honours Degree | * Evidence of continuing professional development * Awareness of current syllabus development | Application form, interview and references |
| *Behaviour & Safety* | * Suitability to work with young children * Able to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours * Positive attitude to use of authority and maintaining discipline |  | Application form, references and interview. The interview will explore issues relating to safeguarding and welfare of children. |
| *Experience* | * Proven record as a teacher whose students reach high standards of learning and achievement * Able to enthuse, motivate and discipline students * Experience of teaching across the full age and ability range of an 11-16 school | * Experience as a Form Tutor | Application form, references and interview |
| *Other attributes* | * Ability to teach to KS3 and GCSE * Commitment to improving student learning and raising achievement * Enthusiasm to inspire in students a desire to learn and participate * Ability to have the vision to plan the way ahead and to get things done * Efficient manager and administrator * Good, up-to-date, subject knowledge and skills | * Interest in innovation in the classroom including interactive whiteboard skills * Experience and understanding of helping high, middle and low attainers | Application form, references and interview |