



HAMPSTEAD SCHOOL
Learning together Achieving together

SUBJECT LEADER GEOGRAPHY APPLICATION PACK



- Job Profile & Person Specification – Subject Leader Geography
- Application Form – *please download from the School's website*
www.hampsteadschool.org.uk



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Subject Leader for Geography TLR 2 (c£4440)

Inner London pay range
Required for September 2018

Due to promotion we are seeking a subject leader of geography who will have the presence, experience and vision to further develop this area of our school.

We need you to be:

- Committed to inspiring and motivating our students through the highest expectations
- A team player with excellent subject knowledge and ability to teach through to A Level
- A leader with strong communication skills wanting the best for each student
- A cracking teacher with proven outcomes, enthusiastic and optimistic in your approach.

What we Offer

- Geography is an extremely successful subject within the Social Sciences faculty, with students achieving strongly over consecutive years.
- The school has invested heavily in Social Sciences with the faculty having moved into a suite of brand new purpose-built classrooms last year.
- In return as a people-centred organisation, we offer an outstanding employee support package alongside proven support with professional development including study at Master's level.
- As a long standing Investor in People, Hampstead School has an enviable record of enabling rapid career progression at all levels.

"Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils". (Ofsted)

"Fizzes with activity" (Good Schools Guide)

"An exceptional climate for learning" (Challenge Partners)

Details and application form can be downloaded from our website.

Closing Date : Friday 20 April 2018 (0900)

Interview Date: Wednesday 25 April 2018

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

11 – 19 Mixed Comprehensive N.O.R: 1280 (240 in Sixth Form)

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133

Email: vacancies@hampsteadschool.org.uk

Website: www.hampsteadschool.org.uk





JOB PROFILE

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Post Title:	SUBJECT LEADER FOR GEOGRAPHY
Purpose:	<ul style="list-style-type: none">• To optimise standards of student attainment and achievement within the subject area and to monitor and support student progress• To be accountable for the quality assurance of student progress and development within the subject area• To develop, enhance and monitor the teaching practice of others• To ensure the provision of an appropriately broad, balanced, relevant and personalised curriculum for students in the subject in accordance with school aims and Governing Body policies• To be accountable for leading, managing and developing the curriculum area, including staff, financial and physical resources• To lead in actively engendering a high level of professionalism, shared sense of purpose and positive emotional climate in the school• To create a vision, sense of purpose and pride in the area
Direct Reporting :	Head of Faculty (HoF)
Responsible for:	All department/subject personnel

CORE DUTIES:

Operational & Strategic Planning	<ul style="list-style-type: none">• To lead the development of appropriate specifications, resources, schemes of work, assessment and marking policies, and teaching for learning strategies• The day-to-day management, control and operation of subject service delivery, including human and physical resources• To systematically track, monitor and follow up student progress• To implement and monitor School Policies and Procedures• In liaison with colleagues, to formulate aims, objectives and strategic plans which meet student need and have coherence and congruence with, and contribute to, the School Improvement Plan• To liaise with colleagues to ensure that service delivery holistically reflects the School's distinctive ethos and mission• To ensure that Health and Safety policies and practices are carried out in-line with specified requirements
Curriculum Provision, Development & Service Delivery	<ul style="list-style-type: none">• To be accountable for the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum within the faculty• To lead curriculum development in the area, keeping up to date with national developments, teaching practice and methodology• To maintain accreditation with relevant external organisations

Human Resources	<ul style="list-style-type: none"> • To ensure the efficient and effective deployment of all subject/department staff • To implement Performance Management/Appraisal, ensuring that resultant staff development needs are met • To make appropriate arrangements for staff absence including appropriate cover work • To interview candidates and to ensure effective induction • To inspire faculty members by personal example, promoting teamwork and intrinsic motivation
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality assurance systems including school quality of service procedures and lesson monitoring • To implement target setting and target achievement procedures • To establish standard operating procedures, including teaching for learning styles • To monitor and evaluate the area in line with School procedures for evaluation against quality standards and performance criteria
Management Information:	<ul style="list-style-type: none"> • To maintain accurate and up-to-date departmental information • To make use of analysis and evaluate performance data provided • To identify interventionist action on issues arising from data, systems and reports reviewing progress on the action taken • To produce reports within the quality assurance cycle for the department • To actively engage with information on examination performance • To provide the Governing Body with relevant information relating to the subject's performance and development
Communications & Service Orientation:	<ul style="list-style-type: none"> • To ensure vision, ownership and engagement from all subject staff • To ensure effective communication and consultation with parents • To communicate and co-operate with persons or bodies outside the school and to actively promote the school's ethos when doing so • To represent the subject area's views and interests
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities • To lead the development of effective subject links with partner schools, external agencies the community, primary and partners • To actively promote the school and its corporate well being
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently in line with the principles of "Best Value" • To make recommendations for effective and efficient timetabling and rooming
Pastoral Care & Welfare System:	<ul style="list-style-type: none"> • To monitor and support the overall well-being progress and development of students within the subject area • To monitor student attendance, progress and performance in relation to targets ensuring that interventionist strategies are implemented • To contribute to aspects of PSHCE, CEIAG, WRL as appropriate • To ensure that Behaviour for Learning systems are implemented so that effective learning can take place • To liaise with pastoral staff in the implementation of the school's pastoral system
Additional Duties:	To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise

OTHER CORE DUTIES:

- To continue personal development as agreed
- To be generally responsible for safeguarding and promoting the welfare of students
- To undertake any other duty as specified by STPCB not mentioned in the above
- Subject Leaders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- To take the lead in courtesy to colleagues and in modelling the school ethos to visitors and callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



Subject Leader – Geography Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree/ QTS or equivalent • Excellent record of punctuality and attendance • On appointment, enhanced DBS check associated with ability to promote safeguarding of children 	<ul style="list-style-type: none"> • Recent CPD in relation to Geography • Further professional qualification
Experience	<ul style="list-style-type: none"> • Exemplary and up to date knowledge of Geography teaching • Successful experience of building a team 	<ul style="list-style-type: none"> • Impact on the practice of others • Running school trips and visits
Ability / Skills	<ul style="list-style-type: none"> • Ability to demonstrate knowledge of contemporary issues related to Geography teaching, • Strong interpersonal skills with the ability to liaise with colleagues across the faculty and school and to lead and manage • Strong organisational skills • A flair for creative solutions to problems • Strategies for implementing policy into practice linked to Quality Assurance 	<ul style="list-style-type: none"> • Willingness to acquire skills as appropriate • Knowledge of national educational policy, priorities and initiatives • A reflective practitioner
Equal Opportunities	<ul style="list-style-type: none"> • Awareness of equal opportunities issues and how these could be explicitly addressed within the curriculum • Strategies for addressing issues related to pace, challenge and inclusion 	<ul style="list-style-type: none"> • Knowledge of the contemporary agenda within equal opportunities and ideas for addressing issues related to social and academic inclusion
Disposition	<ul style="list-style-type: none"> • A sense of perspective and manifest enthusiasm and drive • Ability to work hard and prioritise within competing deadlines • A commitment to comprehensive education, inclusion, teamwork and a collegiate approach • A high degree of emotional intelligence 	<ul style="list-style-type: none"> • Resourcefulness, flexibility and adaptability • Desire and potential to progress to further promotion