

City of  
London  
School

Information Pack for the position of

## Head of Geography







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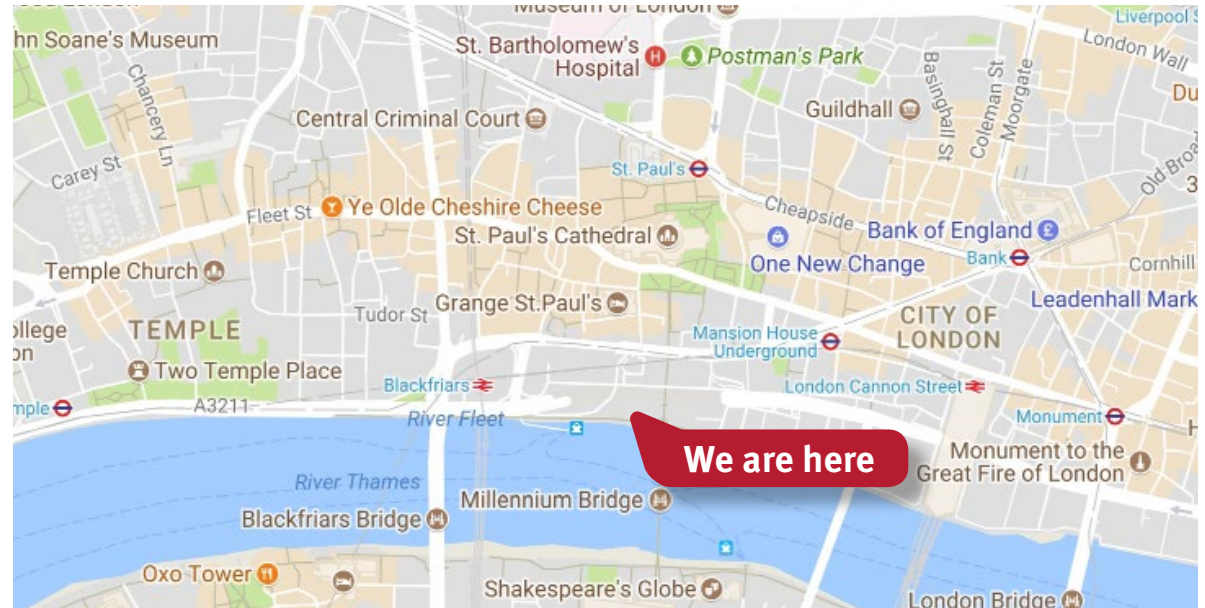
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# City of London School

We understand that for boys to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented boys as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.





# Our Vision

At City of London School we intend to be...



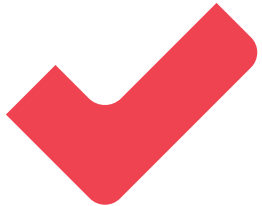
## Kind.

*A considerate community of people who care for others as much as themselves.*



## Aware.

*A diverse community that understands our world.*



## Ready.

*A forward-looking community prepared for the 21st century.*



Kind.  
Aware.  
Ready.

For more information, please see the School's **Strategic Vision 2019-2024**



# Teaching and Learning

Our aim is that all pupils should fulfil their potential and leave with a love of learning. Our staff are highly qualified specialists in their subjects and their own academic aspirations encourage pupils to develop their creative, intellectual and physical skills.

The teaching environment provides both challenge and enjoyment. It is designed to support individual talent and ambition and help our pupils to develop their understanding of the world.

We teach our pupils the value of constructive questioning and analysis, and give them the tools with which to interrogate the world and to form their own ideas and opinions, as well as appreciating and respecting those of others.

Good teaching and learning develops creative thought, critical thinking and problem solving, research skills, intellectual curiosity and an ability to challenge preconceptions and to think outside the box.







## Facilities

A modern, purpose-built School in an iconic location allows us to provide an attractive and dynamic learning environment for pupils and staff alike. A quiet, yet amazingly spacious building, its walls and exhibition spaces have works of art in profusion and variety – most of which are produced by pupils. Outside, to the south, flows the River Thames whilst to the north, the dome of St Paul's Cathedral is rarely out of view: it is an altogether inspiring environment in which to study and grow up. The courtyard and upper playground are particular assets, providing light, fresh air and space.

Almost all our teaching staff have their own teaching room and each of our departments has a staff common room and a full range of specialist audio-visual equipment, which is supported by full-time technicians. Inside the building you will also find a large

Learning Centre and library (renovated and modernised in 2016 as a result of generous support from a benefactor, and benefiting from a backdrop that takes in the Millennium Bridge and the Shard), a bookshop, a 200-seat theatre, a separate drama studio, numerous music practice rooms, a sports hall and a swimming pool.

Pupils also benefit from over 20 acres of sports pitches, tennis courts and running tracks at our Grove Park site in South East London. Most pupils spend one afternoon there each week.

The School has developed a Masterplan for improvements to our buildings and facilities over the next decade. This will improve provision for on-site sport and provide additional teaching and multi-purpose spaces.

# The Geography Department

The School wishes to appoint an enthusiastic and dynamic teacher as Head of Geography to lead a committed and forward-looking team in a very successful department.

Geography is taught throughout the School in mixed-ability classes. There are currently four teachers in the department, teaching Geography alongside other responsibilities. The department is innovative in its approach to teaching and we do not expect everyone to teach identical lesson content.

All boys take Geography from Old Grammar (Year 6) to Third Form (Year 9), after which it is a GCSE option. We teach the Cambridge IGCSE specification, and follow the Pre-U course in the Sixth Form. Around 70-80 boys take GCSE Geography and between 15-20 take the subject for A-level. Results in public examinations have been outstanding in recent years., with over 85% of Pre-U grades at the equivalent of A\*-B, and 95% A\*-A at IGCSE.



A number of our pupils go on to study Geography at leading universities, including over recent years to Oxford, Cambridge and LSE. As such, the department has a strong reputation for supporting boys in these applications through reading groups, tutorials and mock interviews.

The department has an active programme of visiting speakers and encourages boys to enter various geographical competitions.

We expect all staff to contribute to extra-curricular activity within the School – Geography teachers are involved in a wide range of school sports and other activities.

The department is housed in three dedicated classrooms overlooking the River Thames with a departmental office. It is well resourced with books, dedicated in-house course notes, an on-line learning platform and computer facilities.

# Job Description

Job Title	<b>Head of Geography</b>
Start date	September 2020
Salary	<b>£34,460 - £60,250 p.a</b> plus responsibility allowance and timetable allocation. (City of London School pay scale 2019/20)

## Duties as Head of Department

### Subject

- » To establish and make specific explicit departmental aims and objectives within the context of the School's overall curricular policies; and to review, evaluate and develop the curriculum to meet these objectives.
- » To be responsible for choice of syllabus, examination board, textbooks, and co-ordination of teaching methods. Also be responsible for the production of a Departmental Handbook, which meets all the School guidelines, including health and safety, homework and marking policy. The implementation of the policies and schemes of work incorporated in the Handbook should be monitored closely and reviewed as necessary.
- » To be responsible for the selection, ordering and evaluation of appropriate teaching and learning materials.
- » To promote a high standard of teaching within the department and, when appropriate, to encourage staff development in liaison with the Deputy Head and through the system of staff appraisal.
- » To monitor closely the performance, the teaching, the marking and the reporting of the department members and to report back to the Director of Studies on these matters.
- » To monitor academic standards within the department and seek the highest level of attainment for each pupil.
- » To work with the Director of Studies in assessing value added measures such as those indicated by MidYIS, ALIS and Alps data.
- » To develop within the work of the department appropriate cross-curricular themes.
- » To evaluate materials and directives relating to their subject.



- » To be aware of the requirements of the National Curriculum in their subject.
- » To ensure appropriate differentiation in their subject to meet the needs of all levels of pupil ability.
- » To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- » To promote the use of ICT throughout the department.
- » To contribute, as necessary, to the planning of the School timetable.
- » To ensure representation at Trinity and, where possible, St. Albans/Haileybury Group meetings and to organise such meetings when it is the turn of CLS to host.
- » To attend HODs' meetings and other meetings as required.
- » To be responsible for the tidy storage of books and materials and the general fabric of the department.
- » To be responsible for the appearance of the departmental area, most particularly in terms of display.
- » To help the Director of Studies in the selection of new staff and to play a lead role in inducting such staff to the department in accordance with the policy on monitoring the

progress of teachers new to the School.

- » To hold regular and minuted departmental meetings.
- » To organise and supervise the departmental work of student teachers and where appropriate language assistants.
- » To prepare estimates for and attend budget meetings in the Summer Term, and implement the budget.
- » To participate in the Admissions process to the School when called upon to do so.

## **Pupils**

- » To establish appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the department, including homework policy, the careful presentation of work, and care of books and equipment.
- » To support school-wide initiatives for the monitoring and recording of individual pupil progress, for example providing lists of boys who have been identified as weaker candidates in the Fourth and Fifth Forms.
- » To liaise when required with those who carry pastoral responsibilities. This is especially important during the GCSE years when the Head of Department is expected to work closely with the Heads of Year and tutors in assisting boys who are under-achieving.

# Specific duties for all teachers

## Teaching

- » Planning and preparing of courses and lessons.
- » Assessing, marking, recording and reporting on the development, progress and attainment of pupils.
- » Promoting the general progress, and well-being of individual pupils and groups of pupils.
- » Communicating and consulting with the parents of pupils, both formally at parents' meetings and informally.
- » Exercising proper care of teaching materials, equipment and rooms.
- » Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, differentiation, S.E.N.D. and homework.

## Assessments and Reports

- » Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## Appraisal

- » Participating in the School's appraisal arrangements as appraiser and/or appraisee.

## Further Training and Professional Development

- » Reviewing teaching methods and programmes of work, and participating in arrangements for further training and professional development.
- » Attending two INSETs per year.

## Educational Methods

- » Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

## Discipline, Health and Safety

- » Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere, e.g. risk assessments.

## Meetings

- » Participating, as required, in meetings which relate to the curriculum, administration or organisation of the School, including pastoral arrangements.
- » Attendance at Staff Day meetings is obligatory.



## Cover

- » Supervising and, when appropriate, teaching any pupils whose teacher is not available to teach them. This is arranged using the cover system.

## Public Examinations

- » Ensuring familiarity with the current public examination requirements in their subject; participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for pupils' supervision during such examinations.

## Form Tutoring and Co-Curricular Activity

- » Become involved in the form tutoring, pastoral and house systems as and when required.
- » Participating in the various co-curricular activities offered, appropriate to his/her interests and skills. NQTs are usually allocated to a form as Assistant Tutor in their first year at CLS.

## Duties

- » Carrying out weekly duties as directed by the Senior Deputy Head.
- » Carrying out non-tutor duties for those staff who are not tutors.

In addition to those listed, the post holder will also be expected to undertake all professional duties as outlined in the Contract of Employment.





## Other Duties for all teachers

- The post-holder is responsible for safeguarding and promoting the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report these concerns to the Designated Safeguarding Lead.
- The post-holder is responsible for actively seeking to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- The post-holder is responsible for actively seeking to implement the City of London Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



# Person Specification for Head of Geography

## Qualifications

- » Well qualified graduate in the appropriate subject discipline.
- » DfE recognised QTS is highly desirable.
- » **Method of Assessment:** production of certificates, references and interview.

## Experience

- » Several years' experience of teaching the subject at an appropriate level is required.
- » Experience of a post of responsibility already held is highly desirable.
- » **Method of Assessment:** contents of application form, interview and professional references.

## Knowledge

- » Knowledge of the subject (as shown by qualifications and interview).
- » Proven track record of teaching the subject successfully from Lower School to A-level, including Oxbridge preparation.
- » **Method of Assessment:** contents of application form, interview and professional references.

## Skills

- » Good oral and written communication skills.
- » Effective classroom management and organisation to ensure a positive and safe learning environment.
- » Engaging classroom presence with excellent subject

knowledge and a passion for encouraging wider debate and research, with the ability to encourage active and independent learning,

- » Effective planning, assessment and record keeping.
- » An appreciation of pupils' differing needs and an ability to employ flexible teaching strategies, as appropriate.
- » The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff.
- » The ability to develop and maintain positive relationships with parents and outside agencies.
- » The ability to incorporate relevant EdTech into teaching and learning,
- » The ability to accept and respond positively to constructive criticism.
- » **Method of Assessment:** contents of application form, interview and professional references.

## Commitment

- » A desire to develop his/her professional knowledge, skills and experience in order to maximise pupils' achievement
- » A willingness to contribute to the overall life and well-being of the School.
- » Involvement in Pastoral system or other School extra-curricular activities.
- » **Method of Assessment:** Contents of Application Form, Interview and Professional references.

# How to Apply

An application form is available from the School website which should then be emailed to the HR Department at [HR@cityoflondonschool.org.uk](mailto:HR@cityoflondonschool.org.uk).

All candidates must include a letter of application addressed to the Head. Your letter should be no more than two sides and should clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at City of London School. **Do not include a CV.**

Closing Date: **Noon Tuesday 12 November 2019**

Interviews will be held on **Monday 18 November**

*We reserve the right to appoint before this deadline and encourage early submissions.*

Short-listed candidates will have three interviews, will also be asked to teach a lesson, and be given a tour of the School.

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City of London School 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.

Further information about the School and a copy of the 2011 and 2017 ISI Inspection report are available on the website. [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)





# City of London School

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