

Wood Green School



Candidate Information Pack

Head of Geography

Details of the post

Job Title:	Head of Geography
Start date:	September 2019
Status of post:	Permanent, Full Time Main or Upper Pay Range
Closing date for application:	Monday 20 th May 2019 (12 noon)
Interview Date:	Wednesday 22 nd May 2019

WELCOME – Headteacher

Dear Prospective Candidate

Thank you for your interest in our post. Wood Green School is an 11-18 Academy school serving the town of Witney and surrounding villages.

Wood Green School is part of the Acer Multi-Academy Trust. The Acer Trust has been co-founded by four schools: Wood Green School, Chalgrove Primary School, Icknield Community College and Matthew Arnold School.

All four schools have strong track records of high performance or rapid improvement and share similar values. We believe that this partnership will add real benefit to Wood Green School. The key values of the Acer Trust are: Trust, Collaboration and Opportunity.

This is a very exciting time for Wood Green, as we create our truly excellent school. Our core purpose remains to ensure “Excellence for All”, and everything we do contributes to achieving this.

We are undergoing rapid development and welcome contribution from all staff. Our website and information in this pack give a flavour of this. If our focus on excellence, on wellbeing and on a Growth Mindset resonates with you, and you have a passion for inspiring our young people to learn and enjoy Geography then I strongly urge you to apply for this post.

I would like to draw your attention to the development opportunities open to you as a member of Wood Green School. As headteacher, I believe that investing in staff is crucial to achieving Excellence for All. At Wood Green, we provide a comprehensive programme of staff development, sharing best practice in-school and giving staff the opportunity to work with our schools through our local and national partnerships. For example, all teaching staff have the opportunity to undertake the OLEVI Teacher Programmes, to carry out action research with Oxford University and to work with coaches in school.



When you make an application, please include a covering letter as well as the Acer Trust Application Form. Your letter should be no longer than two sides of A4 in a minimum of 11point font, and should include comments on your experience and qualities which you feel are of particular relevance to the job description and person specification.

You can add any further information in the section of the form 'Relevant Skills and Experience' should you wish to do so. It would be helpful to include email addresses for your referees, and to advise them that we will be requesting references within a tight timescale.

Your letter and application form should be submitted either by email to vacancies@wgswitney.org.uk or by post. Postal applications will be acknowledged if a stamped addressed envelope is enclosed.

You are most welcome to visit Wood Green School before making your application. If you would like to be shown round the school, or to talk with the Headteacher, please contact Faith Green, HR Officer, to make an appointment.

Wood Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS clearance is required for appointment to this post.

I hope the information about this post inspires you to apply to Wood Green School; I look forward to hearing from you.

Yours sincerely



Rob Shadbolt

Headteacher

“Excellence for All”

The vision for our school is clear: a school where everyone enjoys learning, achieves success and plays a full role in our community.

Excellence at Wood Green means achieving your best, which comes from hard work and having the will to succeed. This is why our motto is “Excellence Through Effort”.

We expect all staff and parents to have belief in every child and to ensure that the support we provide is exceptional for everyone, just as we would want for our own child. Therefore, we expect everyone to commit to our “Learn Well” values:

- | | |
|-------------------|--|
| LEARNING | Everyone, students and staff have the right to learning. |
| EFFORT | We expect everyone to commit fully to achieving the best for themselves. |
| ASPIRATION | We believe that everyone can improve and achieve and should aim high. |
| RESPECT | We expect everyone to treat each other with respect and dignity. |
| NUTURE | We want to nurture the talents of all individuals in our school and we offer excellent support to do this. |
| WELLBEING | By caring for the mental health and physical wellbeing of everyone, we know everyone will be happier and achieve better. |

Department Information

The Geography Department is a dynamic, creative and forward-thinking department which is keen to develop students' knowledge and understanding of Geography. The Department would like to appoint a committed and enthusiastic teacher to lead the team, to teach across the age and ability range. The Department obtains impressive results, at GCSE, and would like to appoint a teacher who will be able to work with the team and contribute to its further development.

Staffing

The Department comprises of three full time specialist Geography teachers. Each Geography teacher has their own classroom which is equipped with a computer and data-projector

The Head of Geography will provide professional leadership and management and secure high quality teaching, effective use of resources and improved standards of learning and achievement for all. Working with other relevant teachers and staff in the department he/she will:

- Maintain a focus on teaching and learning
- Exercise appropriate professional skills and judgement
- Lead, manage and develop the Geography curriculum, especially the new GCSE and A level courses
- Lead, develop and enhance the teaching practice of others
- Have line management responsibility for a number of people

The Head of Geography is accountable for:

- The quality of teaching and learning in the Geography Department
- Overall student outcomes in the department in partnership with the teachers concerned
- Ensuring that the Geography curriculum fully meets the needs of all students and is effectively delivered in all respects
- Encouraging good behaviour, attendance and punctuality through implementing school policies across the department

The Head of Geography's line manager is the Assistant Headteacher responsible for Curriculum and Assessment. There are regular Heads of Department meetings which recently have focussed on training in areas such as the use of data, raising the quality of teaching and learning, understanding the Progress 8 measure and how to complete lesson observations.

Ethos

The department is committed to developing effective learners who are capable of thinking creatively and problem solving. Students are taught the skills of enquiry, and to approach issues with questions and seek factual evidence to inform their learning and understanding. Lessons are approached in a variety of different ways including group work, presentations, debates, paired work and independent enquiry.

Students are encouraged to keep up to date with the news and current issues and to feed these examples into their discussions and work in class and at home. Students use recent and up to date case studies to exemplify their points and improve their understanding of the world around them.

Students are taught in mixed ability groups. We place a strong emphasis on assessment for learning across the KS3, 4 and 5 curriculums. Individual personalised targets are set for students to make progress and aspire to the best possible outcomes.

Curriculum

The Geography department have a clear vision to develop a coherent geographical experience that provides continuity and progression of geographical content and skills across all key stages. We wish to embed a range of teaching and learning strategies, uses of ICT (GIS) and AFL techniques into the subject to help create enjoyable and relevant geographical lessons that promote independent learning and enquiry. We want students to ask questions about the world in which they are interconnected with and to be motivated to find the answers to their own questions and to become more global citizens.

Key Stage 3

The department is looking to develop this curriculum to make it as modern and engaging as possible. Our curriculum is broadly based on the National Curriculum with discrete modules of work organised under the following themes: Becoming a Geographer, Geographical Skills, Connected Places, Extreme Environments, Dynamic UK Human and Physical Landscape and Threatened Places.

Key Stage 4

Students follow the Edexcel Geography B GCSE Syllabus, focussing on three components: Global Geographical Issues, UK Geographical Issues and People and Environment Issues. Students conduct fieldwork in Year 10 which supports the UK Geographical Issues component.

Key Stage 5

Students follow the Edexcel syllabus. In Year 12, they currently cover, Regenerating Places, Globalisation, Coastal landforms and Processes and Tectonic Hazards. Fieldwork supports these topics and teaches the skills necessary for their NEA. In Year 13, the topics include Water and Carbon Cycles, Superpowers, and Migration, Identity and Sovereignty.

Department Development and Future Plans

The department are currently working on further expanding extracurricular opportunities within Geography through investigating the opportunity for increased fieldwork and developing the current KS3 Geography Club.

Examination Results 2018

GCSE Actual results compared to FFT 50 estimates

		Result Grade										Below Comparison		Same As Comparison		Above Comparison		
		Other	U	1	2	3	4	5	6	7	8	9	#	%	#	%	#	%
Comparison Grade	Other							1					0	0	0	0.00%	0	0.00%
	U												0	0	0	0.00%	0	0.00%
	1												0	0	0	0.00%	0	0.00%
	2												6	3	1	16.67%	2	33.33%
	3												13	4	5	38.46%	4	30.77%
	4												11	5	1	9.09%	5	45.45%
	5												21	6	2	9.52%	13	61.90%
	6												7	5	0	0.00%	2	28.57%
	7												9	2	4	44.44%	3	33.33%
	8												6	1	3	50.00%	2	33.33%
9												0	0	0	0.00%	0	0.00%	
#		0	1	4	4	13	12	9	11	9	6	4	73	26	16	31	42.47%	

Less Than Comparison
 Same As Comparison
 Above Comparison

A Level Results

A Level results department overview	A*-A%	A*-B%	A*-C%	A*-E%	A*-E%	Entries	A*	A	B	C	D	E	U
A - Geography	14.3	28.6	71.4	100%	100	7		1	1	3	1	1	

Job Description

Job Title	Head of Department - Geography
Review Date of Job Description	May 2019
Establishment	Wood Green School
Location	Woodstock Road, Witney, OX28 1DX
Post responsible to:	Leadership Team Link – Assistant Head Teacher
Posts responsible for:	Teachers of Geography
Purpose of Post:	To provide professional leadership and management for a department and to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all.
General Duties	<p>The Head of Department, working with other relevant teachers and staff in the department, will:</p> <ul style="list-style-type: none"> • Maintain a focus on teaching and learning • Exercise appropriate professional skills and judgement • Lead, manage and develop a subject or curriculum area: <ul style="list-style-type: none"> • Identify relevant department improvement issues which are realistic and challenging • Define and agree appropriate improvement targets which are clear about action to be taken, timescales and criteria for success • Co-ordinate CPD needs and opportunities for department staff • Evaluate the impact of all improvement activities on the quality of teaching and learning • Provide the Leadership Team with relevant subject, curriculum area or student performance information indicating planned changes to the curriculum, assessment and current and expected student outcomes. • Ensure that department resources are used most effectively • Arrange and promote activities across the department to foster personal development, commitment and enthusiasm in students and contribute to students' spiritual, moral, social, cultural and mental and physical development and prepare students for the opportunities, responsibilities and experiences of adult life. • Ensure that departmental budgets are deployed effectively and achieve value for money • Ensure that there is a safe working and learning environment in which risks are properly assessed. • Have an impact on educational progress beyond personally assigned students in the Department <ul style="list-style-type: none"> • Identify appropriate attainment and/or achievement targets • Monitor student progress and achievement against annual targets, identifying students who are underachieving and where necessary create and implement effective plans of action to support those students. • Monitor planning, curriculum coverage and learning outcomes for all groups of students, producing and reviewing SoW and a subject handbook.

	<ul style="list-style-type: none"> • Monitor standards of student behaviour and application and liaise with HoY as appropriate • Lead evaluation strategies to contribute to overall school self-evaluation • Plan and implement strategies where improvement needs are identified, in particular through Raising Achievement meetings • Ensure that relevant attainment / achievement targets are met • Establish and implement clear policies and practices for assessing, recording and reporting student achievement and progress <ul style="list-style-type: none"> • Lead, develop and enhance the teaching practice of others <ul style="list-style-type: none"> • Maintain personal expertise and share this with other teachers • Act as a role model of good classroom practice for other teachers, modelling effective strategies with them • Monitor and evaluate standards of teaching, identifying areas for improvement • Plan and implement strategies to improve teaching where needs are identified • Induct, support and monitor new staff • Performance manage identified teachers and members of staff • Monitor and evaluate the contribution and impact of other staff in the Department to school improvement • Provide intervention with staff as agreed with the senior leadership team • Identify staff development needs and co-ordinate these with those responsible for CPD in the school • Plan the deployment of staff expertise to achieve departmental improvement objectives • Take initial responsibility for the pastoral care, morale and welfare of all department staff • Establish a partnership with parents to involve them in their child's learning of the subject as well as providing information about the curriculum, attainment, progress and targets. • Develop effective links with the local community, including feeder primary schools, business and industry in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding.
Responsibilities and Accountabilities	<p>The Head of Department is accountable for:</p> <ul style="list-style-type: none"> • The quality of teaching and learning in the department • Overall student outcomes in the department in partnership with the teachers concerned • Ensuring that the curriculum fully meets the needs of all students and is effectively delivered in all respects • Encouraging good behaviour, attendance and punctuality through implementing school policies across the department
Publications:	<ul style="list-style-type: none"> • The Department curriculum profile for the school web site • Department Improvement Plan
Health & Safety	<p>As a Manager you also need to be fully aware of the relevant activities expected of you in relation to H&S, including the need to ensure:</p> <ul style="list-style-type: none"> • All new employees, that you manage, are fully briefed at induction • Your team are regularly reminded of key issues and responsibilities

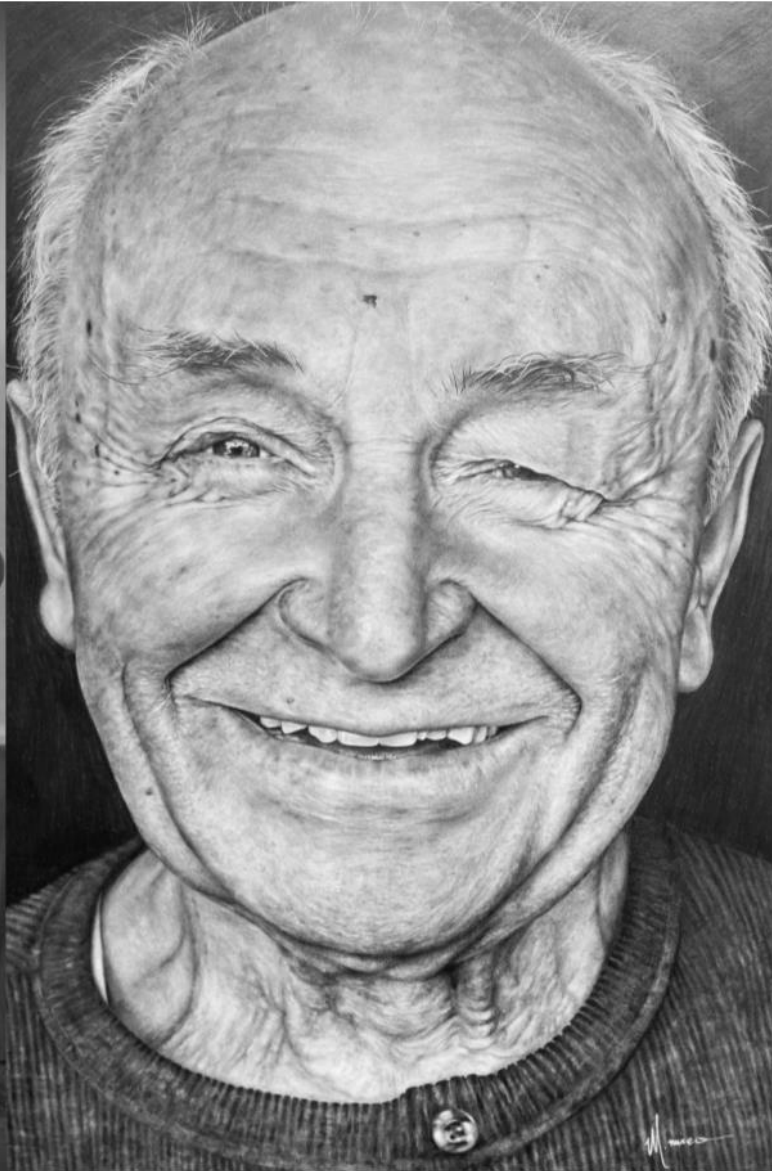
	<ul style="list-style-type: none"> • Your staff undertake appropriate health & safety training, including refresher training as necessary • You carry out risk assessments and implement them, for processes, operations and activities under your control • Health & Safety is a regular item at team meetings • Your staff are set appropriate targets as part of performance management <p>As an individual</p> <ul style="list-style-type: none"> • To have due regard for health and safety in the workplace • To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy • Co-operate with health and safety requirements • Report all known defects • Use, but do not misuse anything provided for your health, safety and welfare • Do not undertake unsafe acts • Inform Head of Establishment of any 'Near-Misses' • Be familiar with the emergency action plans for fire, first aid and security issues • Undertake specific designated duties regarding emergency evacuation • Raise health and safety and environmental issues with students
Child Protection	<p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Disclosure Barring Scheme checks along with other relevant employment checks.</p>
Standards and Quality Assurance	<ul style="list-style-type: none"> • Support the aims and ethos of the school as identified in the staff handbook • Promote and model good relationships with pupils, colleagues, parents and visitor • Set a good example in terms of dress, punctuality and attendance • Participate in training and take a lead in own professional development • Participate in the School's staff appraisal process
Notes	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees 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.</p>

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References
Education/qualification and training			
Possess QTS	X		AP
Well qualified graduate	X		AP
Possess a Geography related degree	X		AP
Knowledge/skills			
Sets high standards and expectations of students	X		AP/I/R
Can teach Geography to KS4	X		AP/I/R
Can teach Geography at KS5	X		AP/I/R
Can motivate students at all levels of ability, thus ensuring that all students fully access the Geography curriculum	X		AP/I/R
Experience			
Proven track record of raising educational standards	X		AP/I/R
Experience of an 11-18 comprehensive either during teacher training or in a former post	X		
Personal characteristics/other requirements			
Is a person who works positively and collaboratively	X		AP/I/R
Is passionate, energetic, versatile and creative about their subject and teaching in general	X		AP/I/R
Is a strong team player	X		AP/I/R
Is committed to ensuring that students of all ages and abilities achieve their potential and are successful and happy	X		AP/I/R



Drama at Wood Green School



AS Art work by Mirena Mirea (Year 12)

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