



# Belmont

## HEAD OF GEOGRAPHY : YEARS 6 to 11 Job Application Pack

Including Job Description and Application Form

Copies of all our Policies relating to recruitment and referred to in this Pack can be found on our website <https://www.belmont-school.org/our-school/school-policies>

Staff Behaviour, Code of Conduct & Whistleblowing Policy is attached to this Pack.



Belmont School  
Feldemore,  
Holmbury St. Mary,  
Dorking,  
Surrey  
RH5 6LQ  
[www.belmont-school.org](http://www.belmont-school.org)

## **BELMONT SCHOOL JOB DESCRIPTION**



**POSITION: HEAD OF GEOGRAPHY**  
**START DATE: SEPTEMBER 2021**  
**RESPONSIBLE TO: DEPUTY HEAD (ACADEMIC)**

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Belmont School is committed to safeguarding and promoting the welfare of children. The Head of Geography is expected to be committed to his or her responsibilities for safeguarding children. Rigorous pre-appointment checks will be undertaken including telephone conversations with referees.

Belmont School is an independent day, flexi and weekly boarding school for children aged 2 to 16 teaching a wide-ranging curriculum leading to GCSE. **Currently, the school is in the process of expanding to 16 years old, and so the top year is Year 9. The first Year 11 cohort will be in place in academic year 2022-2023, sitting their GCSEs in 2023.**

This post is for a Geography teacher to teach in Years 7 to 11 with some possibility of teaching upper key stage 2 (Years 5 or 6). This post is likely to suit someone looking for a new challenge who has experience in secondary Geography teaching and is happy to take responsibility for planning and delivery of Geography in the senior school. Applications are welcomed from all levels of experience. There is only one senior Geography teacher and he/she is responsible to the Headmistress for the day-to-day administration and teaching of Geography, reporting to their direct line manager who is the Academic Deputy Head.

In addition to leading and teaching Geography, the successful candidate is likely to be able to offer other skills in a second subject or Games. The successful candidate may also be expected to fulfil the role of a Form Tutor if necessary. The successful candidate must demonstrate a willingness to work closely with other staff and with Geography teachers in the prep school in order to provide smooth and consistent teaching of Geography across the School.

All staff undertake several duties to facilitate the smooth running of the School. Teaching staff are expected to eat lunch with the children and to offer a minimum of one after-school activity (from 4.45-5.45pm) throughout the academic year.

The school day runs from 8.00am to 4.30pm, Monday to Friday. The doors are open to children at 8.15a.m. and staff are expected to be at school for a staff briefing at 08.00am and to stay until approximately 5.00 p.m. if working a full day.

At least four days annually during the school holidays should be kept available for preparation and Inset sessions. Attendance at Parents' Evenings, social events and key School events will be required. These are minimum requirements - the school expects staff to demonstrate a high level of commitment, contributing to the wider life of the community.

## **TEACHING RESPONSIBILITIES**

The successful candidate will be required to teach across upper Key Stage 2 and predominantly in Key Stages 3 and 4.

**The ability to teach a second subject will be a distinct advantage.**

Teachers are responsible for ensuring high standards of learning and achievement for all pupils they teach and are expected to play a full part in the life of the school. They share collective responsibility for the daily running of the school, including the work of a form teacher (if required), and other supervisory duties.

### **OPERATIONAL/STRATEGIC PLANNING:**

- To develop and review Geography schemes of work, resources, assessment and teaching and learning strategies for the subject.
- To oversee day-to-day management, control, and operation of curriculum provision for Geography, including effective use of physical resources.
- To be responsible for the equipment belonging to the school including storage and maintenance to prolong useable lifespan.
- To actively monitor and follow up pupil progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for Geography which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- In conjunction with the Head of IT to foster and oversee the application of IT in the Department where possible.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Bursar.

### **LEARNING, CURRICULUM AND ASSESSMENT:**

- To devise strategies to develop and foster intellectual curiosity within and beyond the exam-based curriculum.
- To develop a distinct and positive learning culture towards Geography, fostering and promoting a passion and enthusiasm for the subject area.
- To be accountable for the development, delivery, and monitoring of the Geography curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology, staying at the cutting edge of the Geography curriculum.
- To teach a timetable commensurate with the responsibilities of this and other roles.
- To organise suitable trips, events, and speakers when appropriate.
- To ensure that School and departmental policy is adhered to with regard to GCSE delivery, assessment, recording and reporting to parents, including effective preparation of lessons.
- To ensure that progress in Geography is regularly assessed and recorded for use in reporting and monitoring in accordance with School and departmental policy.
- To monitor the performance of the department through self and pupil assessment, pupil and parental feedback, and pupil performance.
- To highlight individual needs and target pupils who are gifted and talented or in need of support.

- To provide opportunities for these pupils' needs to be met within the department and in accordance with the school's Special Needs Policy.

### **STAFFING:**

- To work with SMT to ensure that your development needs are identified and that appropriate programmes are designed to meet such needs.
- In liaison with the Deputy Head Academic, make appropriate arrangements for cover during any absence, ensuring appropriate liaison with the relevant staff to secure appropriate cover.
- To promote teamwork and to motivate staff to ensure effective working relations with all other staff.
- To act as a positive role model for other staff and pupils.

### **MARKETING AND COMMUNICATIONS:**

- To communicate effectively with colleagues and parents to ensure positive partnerships within and beyond school.
- To be responsible for Geography displays and noticeboards within the Department and around the school.
- To celebrate the breadth of pupil achievements (in and out of school) through house points, newsletters, and social media and to support the marketing department by providing content for press releases and advertising opportunities.
- In conjunction with the Deputy Head, to organise and implement trips, outings, and other activities to enhance the pupils' experience of Geography.
- To develop links with the local community and support the marketing team by providing opportunities to invite other pupils and schools into Belmont.
- To undertake such other duties which the Headmistress may from time to time reasonably request.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.

### **PERSON SPECIFICATION**

In making an appointment we look for a person who, at interview and by virtue of their qualifications, skills, and experience, best demonstrates that he/she:

- is well qualified and knowledgeable within their subject area.
- has a relevant teaching qualification.
- has good communication skills.
- is enthusiastic, self-motivated, and committed to helping all for whom they have responsibility to achieve the best possible standards.
- has the skills and ability to inspire and promote confidence and foster an enjoyment of their subject.
- is able to form and maintain good professional relationships.
- takes an active interest in current developments not only within their subject area but also across wider educational issues.
- has a willingness to participate in new initiatives where appropriate.
- has a commitment to their own continuing professional development.

## **SALARY**

Belmont School has its own competitive pay scale and benefits.

Staff are eligible for a staff discount of 50% against the basic school fee for any children who attend Belmont School. For part time staff, this is pro rata.

Free meals, refreshments and free parking are also available on site.

## **HOW TO APPLY**

- The opportunity to visit the school prior to interview will be offered.
- Applicants are asked both to complete the School's own application form (within this pack) and to enclose a handwritten letter of application addressed to the Headmistress. CVs will not be accepted.
- The completed application form and letter should be scanned and sent by email to [schooloffice@belmont-school.org](mailto:schooloffice@belmont-school.org)
- The referees of short-listed candidates will be telephoned prior to interview and will also be required to complete a written reference.
- The successful candidate must be able to satisfy the School's health requirements and a confidential medical declaration is required.
- The successful candidate will be required to complete a disclosure application form from the Disclosure and Barring Service (DBS).
- Proof of the candidate's identity and suitability to work in the UK will be required in hard copy on the day of interview.
- Factors which are not taken into account in the selection procedure include the applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group. Our desire is to encourage applications from a diverse range of backgrounds as possible.
- It is envisaged that the successful candidate will begin their contract on 1<sup>st</sup> September 2021.

**Closing date for Applications: 15.04.2021 with interviews shortly after.**

Applications should be returned to Mrs Alison Owen, PA to the Headmistress, by emailing the application form in this pack to [schooloffice@belmont-school.org](mailto:schooloffice@belmont-school.org)

**BELMONT SCHOOL**  
**APPLICATION FORM - TEACHING STAFF**

Thank you for your interest in working at Belmont School. Please read the School's Recruitment, Selection and Disclosure Policy prior to completing the application form which can be found on the School's website. The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, Selection and Disclosure Policy and Procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

Position applied for:	Head of Geography
Please state where you saw this position advertised:	

Section 1: Personal details		
Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:
Date of birth:	Previous names:	
	Preferred name:	
Address:	Telephone number(s): Home: Work: Mobile: Email address:	
National Insurance number:		
Are you eligible for employment in the UK?		Yes / No:
Please provide details:		
Do you have Qualified Teacher status?		Yes / No:
Are you an NQT?		Yes / No:
DfE teacher number (if applicable):		
Have you read the School's child protection policy?		Yes / No:

## Section 1: Personal details

Existing contacts within School (please indicate if you know any existing employees or governors at the School, and if so how you know them):

## Section 2: Education

Please start with most recent, including all secondary schools and universities attended and details of all post 16 qualifications (full and part-time).

Name of Institution (e.g. School, College or University)	Dates of attendance	Courses/Subjects Taken and Examinations Results or Award			
		Subject	Result	Date	Awarding body

## Section 3: Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

#### Section 4: Other vocational and professional qualifications, skills or training

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. Please include Course, Course Provider and Award.

#### Section 5: Current / most recent employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Brief description of responsibilities:

Date started:

Date employment ended  
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes / No:

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:



## Section 6: Previous employment:

Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Dates		Name and address of employer	Position held and / or duties	Reason for leaving

## Section 7: Gaps in your employment

As part of our Safer Recruitment procedures you are required to account for any gaps in your education or employment history. Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.

Dates of gap (month and year)		Reason for gap (e.g. caring for children, travelling)
From	To	

## Section 8: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

## Section 9: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Alternatively, this information can be provided in a covering letter.

## Section 10: References

References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**

- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
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Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email address:	Email address:
Telephone number:	Telephone number:
Occupation:	Occupation:
May we contact prior to Interview?	May we contact prior to interview?
Yes / No:	Yes / No:

## Section 11: Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the School's Privacy Notice for Staff and a copy is enclosed for your information.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

## Section 12: Declarations

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment, as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence, enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs). All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants selected for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

**Please tick below:**

I have nothing to declare

☐

I enclose a confidential statement

☐

## Section 13: Applicant Declaration

I declare that the information I have given in this Application Form is correct and true. I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

## Section 14: Recruitment Policy

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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

A copy of the ***School's Recruitment policy*** and ***Child Protection Policy*** is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to the School's retention of records policy for further detail on how such information is retained by the School.

Information on how the School uses personal data is set out in the ***School's Privacy Notice***, which can be [found on the School's website](http://www.belmont-school.org/Our%20School/Policies) [www.belmont-school.org/Our School/Policies](http://www.belmont-school.org/Our School/Policies)