



Queen's College, London

Established 1848



Appointment Information

Head of Geography

September 2021



Queen's College, London

Queen's College, London consists of two schools. The College, based on Harley Street, is a highly successful independent girls' senior day school of 380 pupils, aged 11-18 and is a member of the Girls' School Association. It prides itself on its friendly and supportive atmosphere, highly valued by pupils, parents and staff. Queen's College Preparatory School (QCPS), a short walk away from the College, has a similar ethos and has enjoyed rapid growth since its foundation in 2002. QCPS has become one of the most successful girls' prep schools in London and its pupils progress to an array of leading day and boarding senior schools, including Queen's College.

Queen's College occupies an extraordinary position in the history of education for women; founded in 1848 with the ambition of providing a means for girls and young women to gain a serious education, it was the first institution in Great Britain where they could study for and gain formal academic qualifications.

Nowadays, the College and the Prep enjoy a reputation as friendly and creative schools where high academic standards are combined with a wide extra-curricular programme and excellent pastoral support. Places are oversubscribed and the schools' central location is recognised to be a considerable asset; the cultural life and landmarks of central London are very easily accessible and this is a source of real enrichment. The College is academically selective, has been achieving increasingly strong results in recent years, and continues to invest in enhancing its buildings (a notable example being the construction of a new sixth form centre which opened in February 2017).



The Geography department

Geography is popular at Queen's and is consistently one of our more selected options at GCSE, with increasing numbers of pupils also opting for A-level study. The subject is taught with academic rigour and the department achieves very strong results in public examinations.

Our pupils are intelligent, spirited and keen to learn: they respond well to lively, participative methods of teaching and enjoy being stretched academically. As well building an important framework of factual knowledge, the department places particular emphasis on the development of geographical skills and strives to take an enquiry-based approach to teaching and learning.

The Geography department at present comprises two members of staff. All classrooms used by the department have complete audio-visual resources including a networked computer and interactive whiteboard. There is a departmental office, shared with other humanities subjects, with networked PCs; the department is well stocked with academic books for staff research and text books for pupils. The College library combines elegant period features with a contemporary computer network annexe.

Geography curriculum

The Key Stage 3 Geography curriculum is thematic in its basis and explores a range of human, physical and environmental topics such as coasts, climate change, migration and water use.

From September 2020, we moved to the AQA GCSE Geography specification from Year 10 having previously followed the Cambridge IGCSE syllabus.

At A-level, students follow the OCR Geography specification. Taught material includes: exploring oceans; power and borders; hazardous Earth and glaciated landscapes. There is coursework which forms 20% of the final grade and this is based on fieldwork.

Extra-curricular Geography and field work

Curriculum fieldwork takes place at Amersham Field Studies Centre for Years 10 and 11, with residential work at Snowdonia or the Lake District for Year 12.

Recent extra-curricular trips have included visits to Iceland; our central London location means we are also able to visit local places of geographical interest, such as Greenwich and King's Cross, and attend lectures and symposia. The department also runs a 'Green Team Initiative' to raise awareness of air pollution in Marylebone.



The Role

We are seeking to appoint a well-qualified and outstanding classroom practitioner as Head of Geography. This is a crucial middle management position of responsibility: the person appointed will provide academic and pedagogical leadership of the Geography curriculum and will work closely with the senior leadership team as part of our commitment to excellence in the humanity subjects.

Person Specification

The Head of Geography reports to the Senior Deputy Head (Academic). The person appointed is highly likely to have the following qualification and attributes:

- An honours degree in Geography, or a closely related discipline, from a good (Russell Group or equivalent) university
- Highly successful recent experience of teaching Geography to A-level or recent success as a trainee teacher of Geography
- An interest in teaching able children
- A commitment to ongoing professional development, whatever their level of experience
- A desire to promote Geography education with enthusiasm and imagination, including beyond the classroom
- A wholehearted commitment to organising and leading Geography-related trips and fieldwork within London and beyond
- Pastoral interests – all teachers at Queen's College are required to act as a Form Tutor, contributing to the work of pastoral teams
- A willingness to contribute to the co-curricular life of the College – all full-time staff are required to run a weekly club at a lunchtime or after school

In addition to the specific requirements of the Head of Geography role, there is a general job description for Heads of Department at Queen's and this is given below.

Head of Department job description

The Head of Department leads and takes responsibility for teaching and learning of their subject across the College in order to ensure that each pupil reaches their full potential. The Head of Department is expected to work closely with other members of their department, with colleagues from other departments, and with the Heads of Section and senior management. As a significant middle manager, a Head of Department is expected to lead by example in their commitment to excellent pastoral care and their contribution to the co-curricular programme at the College.

Whole College Strategy and Development

- To promote and uphold the principles and policies of the College.
- To write annually a departmental development plan and a report on public examination results, both for presentation to the governing Council.
- To monitor public examination results in connection with available data on individual pupils.
- To attend meetings of Heads of Departments and any other sub-committees or working parties, as required by the Principal.

Curriculum Management

- To take responsibility for production of detailed and suitable Schemes of Work and ensure these are reviewed and updated on at least a yearly basis.

- To monitor national developments in education, particularly those which affect external examinations.
- To ensure that subject information is updated for GCSE and A-level options booklets.
- To organise regular (at least fortnightly) department meetings and ensure that these are minuted and minutes distributed.
- To supply information required in connection with examination timetables, or any other published materials.
- To ensure that internal examinations are set and marked by the required date and that results are entered into the school management system.
- To liaise with the Senior Deputy Head (Academic) over matters relating to the timetable.

Pupils

- To liaise with the Heads of Section, Senior Deputy Head (Academic) and Deputy Head (Pastoral), as appropriate, on the academic progress of pupils.
- To ensure that assessment across the department is regular, thorough, meaningful and consistent in order to monitor standards achieved and progress made by all pupils.
- To ensure that material supplied for references, particularly for UCAS, is helpful and supplied in good time
- To provide subject-specific university preparation programmes for pupils in the Senior College in conjunction with the Director of the Senior College (Sixth Form) and Senior Deputy Head (Academic).
- To provide academic support and extension outside of lessons (e.g. co-curricular clubs, visits, revision classes and enrichment activities for the more able, including academic scholars), working with the Learning Support Co-ordinator where appropriate.

Staff Management

- To organise and direct the teaching of the subject and to plan, coordinate, monitor and manage the work of other teachers within the department (to include lesson observations), in line with the Principles of Education of Queen's College.
- To oversee the marking and assessment practices of colleagues in the department through regular work scrutiny.
- To assist the Principal in the appointment of new staff to the department.
- To participate in the College professional development and review programme.
- To assist in the ongoing professional development of colleagues in the department.
- To support new colleagues in the department during their induction year, including NQTs new to the profession.
- To ensure that reports written by the department are completed on schedule and written according to the style guide, proofreading reports if requested and if necessary.
- To help co-ordinate cover work in the event of staff absence.

Resources

- To maintain an up-to-date department handbook.
- To agree an annual budget with the Bursar and Principal and ensure that spending does not exceed the budget.
- To be responsible for the ordering, maintenance, storage and use of books and any other materials used in the teaching of the subject.
- To oversee and develop provision for the subject in the library, in liaison with the College Librarian.
- To ensure that all required procedures related to health and safety are followed within the department and when arranging educational visits.



Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs or apply directly from the TES online.

The application form, together with other useful information, can be obtained from the Executive Assistant to the Principal, Roisin Archer (rarcher@qcl.org.uk) or can be downloaded from the College website (www.qcl.org.uk).

Completed application forms and covering letters should be sent via email to the Executive Assistant to the Principal, Roisin Archer (rarcher@qcl.org.uk).

The deadline for applications is noon on Wednesday 24 February 2021.

The recruitment process will include interviews with members of the senior leadership team and other key members of staff. Further details of the process will be confirmed when candidates are invited to interview.

Candidates will be have the chance to meet other members of staff in both Geography and the other humanities departments.

Queen's College, London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.