



CHANNING SCHOOL

Information Pack for Candidates

**Part-time Teacher of Geography
(2 days per week)
from September 2019 (one year maternity cover)**



Information about the post for candidates

The School

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our ethos and setting give pupils both security and a sense of their own significance: we recognize all achievements, of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage scholarship, integrity, altruism and independence; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.

We aim to remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs.

Academic achievement

Academic results are excellent – GCSE and A Level results details consistently place us amongst the top schools in the UK. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extracurricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.

The vacancy

We seek to appoint an outstanding teacher of Geography to help with the teaching and development of the Geography Department across the age and ability range.

All Geography lessons are taught in well-equipped rooms with excellent resources, including ICT and GIS. All students take Geography in Years 7-9 and follow the school's own syllabus. Geography is a popular choice at GCSE (AQA) and a high proportion of students take Advanced Level (OCR). A good number of pupils also go on to study Geography at university. The department runs a number of day trips and residential courses to support the curriculum as well as a number of overseas trips including Iceland and Morocco. The post would suit an experienced teacher keen to share in the teaching of Geography across the school.

All teaching staff at Channing School are expected to undertake a pastoral role and to contribute to our extensive extra-curricular programme. A willingness to be involved in ICT development or the Duke of Edinburgh Award would be a particular recommendation. Channing School has its own salary scale which

pays well above the standard scale.

Job Description - Teacher of Geography

All staff are responsible, in every aspect of their work, for implementing and promoting the school's core values of courtesy, care and consideration for everyone in our community. Equally, we all have a responsibility to make sure that each girl is challenged and extended, so that her education is a fulfilling and a satisfying experience for her.

Subject teachers are responsible for:

- lesson preparation, assessment, record keeping and the setting and marking of appropriate homework, in line with departmental policy and schemes of work;
- delivering the subject in a manner which is effective and appropriate to the class, taking into account the needs of all its members, including those with special education needs;
- adopting and re-enforcing appropriate health and safety procedures;
- expecting and maintaining a high standard of work, punctuality, good discipline and order and general courtesy from girls at all times and leading by example;
- alerting the Head of Department, Form Tutor and Section Head as appropriate if there is cause for concern about a girl's behaviour or academic progress;
- assisting as requested by the Head of Department in the preparation and marking of internal examinations, and in the administration, invigilation and assessment of public ones, including the entrance examination, as appropriate;
- contributing to the department's programme of self-evaluation and its drive towards improvement by taking a full part in INSET opportunities of all kinds;
- keeping clear records of girls' attendance in lessons;
- setting appropriate work for classes during absence, where possible;
- completing any reports/grade-sheets/reference-requests punctually, both external and internal;
- attending INSET, departmental and staff meetings, parents' consultation meetings and any other similar meetings requested by the Head;
- taking a full part in the department's programme of outings and activities, organising them and/or acting as escort if the Head of Department so requires;
- contributing to the school's extra curricular programme;
- playing a full role as a tutor or co-tutor;
- treating school equipment and resources with care and reporting any problems immediately to the Head of Department/support staff/Bursar, as appropriate;
- covering lessons for absent colleagues;

- undertaking such other duties as the Head may reasonably request.

Person Specification – Teacher of Geography

Experience / Knowledge

- A Geography degree or equivalent qualification, with appropriate training and experience
- An awareness and understanding of current issues and developments in Geography
- A commitment to enable students of all abilities to fulfil their potential
- The ability to foster a genuine spirit of enthusiasm for Geography

Skills and Abilities

- Evidence of outstanding classroom practice and excellent teaching in a wide range of year groups
- Evidence of successful differentiated teaching and participation in curriculum development
- Ability to foster higher order thinking skills and independent learning
- Ability to work as a team member and to form good working relationships with colleagues
- Good communication, organisational and administrative skills
- Ability to meet deadlines and show good attention to detail
- Ability to manage students firmly, fairly and effectively
- Good personal presentation
- An excellent record of attendance and punctuality
- A commitment to extra-curricular activities
- A willingness to help organise and take a full part in Geography field trips
- Outstanding ICT skills and the ability to use these to support teaching and learning

Attributes

- Initiative and self-motivation
- Proactive and flexible working approach
- A robust constitution and high energy levels
- A good sense of humour!

Visits/Informal discussions

Interested parties are very welcome to visit the school or to discuss the post with the Head of Geography on the telephone. Please contact the Bursar's assistant by email (rwhite@channing.co.uk)

Applications

Applications are to be made via **TES.com** using the **Channing School application form, accompanied by a CV**. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. The application form may be downloaded from the website <https://www.channing.co.uk/staff-vacancies/>.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months. If you are unable to submit your application via TES please email it to rwhite@channing.co.uk

Deadline for applications: Monday 20 May 2019

Interviews: Friday 24 May 2019

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal

recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.