



Proud to be part of
GREENSHAW
LEARNING TRUST



HOLMLEIGH PARK

HIGH SCHOOL



Head of Geography – full time & permanent
Required January 2019 (or earlier for available candidates)
Competitive Salary

Introduction

Holmleigh Park High School is an exciting, energetic and welcoming all inclusive 11-18 Academy. We are the newest member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character. Our successful Trust is growing rapidly, offering brilliant opportunities for professional development and cross-school work for the right candidate.

We strive to ensure students leave Holmleigh Park High School as confident, ambitious and high-achieving individuals. We clearly communicate and embed our core values - **Ambition, Confidence, Creativity, Respect**, and **Determination**, so that we can further develop high standards of integrity, discipline and self-belief.

We are already privileged to have an excellent, highly professional and dedicated staff. This is an exciting opportunity to join a school with completely disruption free classrooms, light touch marking and an exceptionally high quality and ambitious professional growth programme. We also have great facilities on site, including a gym and swimming pool, available for staff.

We are seeking an inspirational and ambitious **Head of Geography** to join our team. The successful candidate will demonstrate a dynamic and creative approach to teaching and have a clear vision of how they would develop and enhance the teaching of Geography at our school.

We are seeking a professional who:

- Enjoys and promotes a professionally stimulating, well-organised and inspiring learning environment.
- Offers enthusiasm and demonstrates a positive approach to managing both staff and students.
- Is committed to constant improvement in all aspects of school life.
- Is reflective and continually strives to improve performance.
- Understands the value of consistent application of school policies.

How to apply

Please visit our web site www.hphigh.co.uk and download our application form.

Applications must be received by **9.00am** on **Wednesday 10 July**

Applications should be submitted by email to Ms K Rimell at krimell@greenshawlearningtrust.co.uk

HOLMLEIGH PARK HIGH SCHOOL

Head of Geography - Job Description

This is a very exciting opportunity for a suitably experienced teacher who wishes to take the next step in their career. The post holder will provide professional and positive leadership and management, supporting and developing the Geography team as well as holding team members accountable for students' progress. You will be accountable for leading, managing and developing a department of talented, committed professionals who work tirelessly to secure the best possible outcomes for our students.

Strategic Leadership:

- To develop, promote and monitor whole school policies and procedures with specific responsibility for improving outcomes within the department
- To audit and plan the curriculum provision and enrichment within the department
- To identify areas for improvement within the department and contribute to whole-school self-evaluation and improvement planning
- To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets
- To contribute to the appointment of staff to the department
- To deploy teaching and support staff within the department
- To carry out Performance Management in line with whole school procedures
- To manage a budget and oversee effective allocation of material resources within the faculty

Teaching and Learning:

- To be accountable for the development and delivery of Geography
- To support curriculum development for the whole department
- To ensure that teaching and learning in the department is of a consistently high standard and provides challenge and engagement
- To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students
- To keep up to date with national developments in the subject area, teaching practices and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To teach consistently high quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3, 4 and 5
- To be a role model for students, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow Academy monitoring and tracking systems relating to students attainment, progress and achievement
- To make use of analysis and evaluate performance data provided

- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing the progress on the action taken
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students

Personal Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Communications, Marketing and Liaison:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

Personal Responsibilities:

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

Notes:

- *The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment*
- *This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed*
- *This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post*
- *The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher*

PERSON SPECIFICATION

Education

Essential	Desirable
Qualified teacher status	Post graduate qualification
Relevant Degree	First degree or equivalent
Evidence of continuing professional development	Evidence of wider professional development

Experience

Essential	Desirable
An outstanding classroom practitioner	Awareness and or involvement with ITT/appropriate CPD
Experience of implementing systems and processes to aid learning, teaching and student development	Experience of successful leadership of a department
Proven experience of maximising student outcomes at all levels	Management and experience of curriculum innovation
Able to identify strengths and weaknesses in both staff and students and act appropriately	Experience of policy review, development and implementation

Knowledge and skills

Essential	Desirable
Excellent interpersonal and teamwork skills	
Excellent communicator – sensitive and effective	
An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues	
Knowledge of strategies to inspire and improve outcomes for students	
The knowledge and vision to put strategies into practice to meet current and future challenges	
Outstanding organisational skills to ensure efficient and effective operation	
Confidence and experience in the use of ICT for learning, teaching and admin	

Essential	Desirable
<p>Ambition and vision</p> <p>A commitment to sustaining and raising achievement, attainment and aspirations of all students</p> <p>Co-operative style of working</p> <p>Ability to work under pressure and remain positive, enthusiastic and resilient</p> <p>Reflective and analytical</p> <p>Unbridled optimism</p> <p>The ability to work independently, willingness to take tough decisions and face the challenges of managing change</p> <p>Potential and capacity to grow professionally</p>	

The Recruitment Process

1. Application Process

Please visit our website www.hphigh.co.uk and download the recruitment pack and application form.

The completed application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples that support your application.

The completed application form and your personal statement should be returned to Kate Rimell, via email krimell@greenshawlearningtrust.co.uk.

Applications must be received no later than **09.00am on Wednesday 10 July**. Applications received after this date and time will not be included.

2. Shortlisting

Shortlisting will be finalised on the same day and shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interviews

Interviews will be held w/c 15 July 2019

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up post on **01 January 2020, or earlier for available candidates**

7. Additional information

Should you require any additional information, please contact Kate Rimell