



## **St James School**

### **Head of Geography**

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10<sup>th</sup> January 2020

Dear Applicant

**Post of Head of Geography**

Thank you for expressing an interest in this post. I hope that the enclosed information will encourage you to apply for it.

The closing date for applications is midday on Monday 27<sup>th</sup> January and we plan to hold interviews shortly afterwards. Please ensure that we are able to contact your referees by phone.

Yours sincerely

Lindsay Skinner  
Headteacher

## St James School

### Head of Geography (TLR2b)

St James School is seeking to appoint a Head of Department for our Geography department from September 2020 or earlier depending on budget availability. This is an exciting post that will offer you the chance to shape and deliver our Geography curriculum and a growing department. For the right candidate there will also be the opportunity to work across the Ted Wragg Multi Academy Trust as Director of Geography, which will form part of this role.

As Head of Geography you will be an inspiring leader with the energy and creativity to motivate a team, lead by example and challenge students to achieve the best possible outcomes.

The successful candidate will:

- Be an outstanding classroom practitioner with a track record of excellent outcomes
- Have excellent curriculum knowledge and be outward facing
- Be a passionate and innovative advocate for Geography
- Be totally committed to improving the life chances of young people
- Be a KS4 specialist in Geography

Our staff are incredibly committed and passionate about all that they do and are rewarded with weekly coaching, bespoke CPD, in-house career progression opportunities and regular staff-wellbeing events. Ofsted judged us to be a strong Good in our inspection in January 2018, but clearly acknowledged that we were on a clear trajectory to achieve Outstanding in the near future.

We want to be the best; we want to offer the best, we want our students to achieve their best. If you share our passion, vision and drive and are prepared to go that extra mile to support our students, then we would welcome your application.

We would welcome visits to the school prior to applications, should you wish to arrange one please contact Emily Harper, Deputy Headteacher by email [ejh@stjamesexeter.co.uk](mailto:ejh@stjamesexeter.co.uk)

Application forms and further information are available from our website: [www.stjamesexeter.co.uk](http://www.stjamesexeter.co.uk) or by email to [recruitment@stjamesexeter.co.uk](mailto:recruitment@stjamesexeter.co.uk).

Closing date for applications: **Midday Monday 27<sup>th</sup> January 2020**

Interview Date: **w/c 3<sup>rd</sup> February 2020**

The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivery outstanding outcomes for every pupil, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our pupils.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed.



## Contextual Information about St James

St James is a thriving, diverse and proud community. As an inclusive and committed team we are positively and diligently raising standards. Our aim is for students to achieve excellent outcomes, move onto exciting post-16 activities and most importantly to gain a range of skills and experiences which enable them to be happy and successful in the future.

We are an 11-16 mixed comprehensive school of 950 students situated in the East of Exeter on a relatively new, purpose-built site which offers excellent facilities for all our departments. We are a school with very high expectations of, and for, our students; only their best is good enough. We provide students with opportunities to shine through excellent teaching and innovative practice, a vibrant extra-curricular provision and a curriculum that challenges and inspires from the start of year 7 and is increasingly personalised as students move up through the school.

Our staff are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities and regular staff-wellbeing events. Ofsted judged us to be a strong Good in our inspection in 2018, but clearly acknowledged that we were on a clear trajectory to achieve Outstanding in the near future.

Our results in 2019 have seen our students sustain the high level of performance that we have seen in recent years. Headlines figures show that 65% of students are leaving with a grade 9-4 in English & Maths (a 'standard' pass) and 42% with a grade 9-5 in English & Maths (the government's 'Basics' benchmark measurement for a 'strong' pass). 77% of students have achieved a 4 or above in English, and 62% a 5 or above, whilst in Maths 70% have achieved a 4 or above, and 48% a 5 or above. The school's strong performance in the Ebacc has also continued with 37% of students achieving a standard pass, and 25% a strong pass."

We are one of the highest performing schools in the area because we believe that students achieve excellent outcomes as a result of five years at a school where they are happy and engaged at all times; where they are challenged from day one and are consistently supported to be the best they can be.

### **The Governing Body:**

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.



## Ted Wragg Multi Academy Trust

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and Exeter in particular, and about how education can transform young people's futures.

The Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, life ready, confident and motivated citizens, able to contribute actively to a democratic society. All pupils within the Ted Wragg Multi Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

### THE AIMS OF THE TED WRAGG TRUST ARE TO:

- Work in genuine partnership to strengthen schools and their communities.
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every pupil fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all pupils.
- Develop life-enhancing values so that pupils leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has nine school members, Isca Academy, St James School, the Cranbrook Education Campus, West Exe School, Exwick Heights Primary School, Whipton Barton Infants, Whipton Barton Juniors and a new Exeter Creative School which is shortly to commence construction. The Trust also provides support to three academies in Plymouth. We have trustees from the University of Exeter and Exeter College, as well as from local businesses.

The key aspect that makes our Trust exceptional, is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

**Website:** <http://www.tedwraggtrust.co.uk>



## The Humanities and Geography Department

The Humanities area consists of six classrooms equipped with new furniture; data projectors; speakers; a small group room; an office and a resources room. All of these facilities have been purpose-built and enable the team to work very effectively both with students and as a department. As a former computing specialist school we have excellent ICT facilities, a minimum of one suite is available every lesson for staff to book and all staff within the department have their own laptop which has been provided by the school. This obviously lends itself to exciting and varied lessons and activities.

The Humanities Department has undergone significant growth over the past few years, this reflects the importance placed by St James on humanities subjects in students all round education and the growing emphasis on the Ebacc qualification. The department is fully committed in ensuring students leave with the best qualifications possible coupled with strong personal attributes that will support every aspect of their later lives.

All students currently study either History and/or Geography and full course RS GCSE. The department also offers travel and tourism as a BTEC option to cater for all learners and their needs / interests, this an area which is growing in popularity. Students enjoy all humanities subjects and the department is characterised by very good student- teacher relationships.

The department currently follows an AQA syllabus for History, Geography, and RS. Travel and Tourism follows the Pearson qualification.

At St James we set students by ability as we believe this helps us to provide students with the personalized curriculum they need. Teaching is consistently good with outstanding elements in the department and we are looking for an individual who is able to contribute to the journey of being consistently outstanding.

Within the Geography department we follow schemes of work in year 7 and 8 that showcase the diverse and engaging range of topics the subject offers, we place a key emphasis on embedding the skills that are required to support students on the next step of their learning journey into GCSEs. Active lessons which promote independent learning supporting students to develop resilience and resourcefulness are at the core of what the department strives for, helping students to take responsibility for their own learning. At GCSE the Geography department retains its core focus on skills to prepare students for their final exams but understands that personalisation, enjoyment, and engagement underpin successful outcomes.

The Geography department works enthusiastically and collaboratively and will provide an excellent opportunity for any candidate that is a team player who can look on the bright side of life, that is genuinely committed to improving the lives of students, and is keen to make Geography an exciting and engaging experience for all.



## Job Description



<b>Job Title:</b>	Head of Geography
<b>Location:</b>	St James School
<b>Responsible To:</b>	Deputy Headteacher
<b>Salary Grade:</b>	MPS/UPS plus TLR2b

### Key Purpose of Job

1. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support positive student progress within the new Progress 8 measure.
2. To deliver a robust curriculum that challenges and supports student outcomes.
3. To support the delivery of excellent teaching within the department.
4. To seek excellence in every aspect of the department and act as an outstanding role model for members of the department in all aspects of work in school (teaching, professional conduct, meetings with parents/other agencies etc.)

### Anticipated outcomes of post

1. Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
2. To lead a cohesive and forward thinking team to deliver a learning environment and curriculum that is fit for future generations.

### List key duties and accountabilities of the post

1. To lead the department towards outstanding by ensuring students make excellent progress and that they have a high quality and consistent experience across the department.
2. To be accountable for student progress and development within the subject area.
3. To develop and enhance the teaching practice of others so that all department members are continuing to outstanding classroom practitioners.
4. To challenge under-performance supportively and not accept excuses for poor practice/results (seeking support and advice from Headteacher when needed)
5. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department.
6. To enable all students (and especially students from vulnerable groups) to access a broader understanding of the subject through wider cultural experiences, work-related learning, political debate, local and national competitions etc.
7. To be accountable for leading, managing and developing the subject/curriculum area.
8. To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department and school development plan.
9. To prepare students for the next step of their education at post-16.

### Supervision / Line management responsibilities of the post

1. To work with the Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

2. To ensure that staff in the department are delivering consistently high quality lessons through formal lesson observations and informal learning walks.
3. To make appropriate arrangements for classes when staff are absent, ensuring that appropriate cover has been set, liaising with the cover supervisor/relevant staff to secure appropriate cover.
4. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
5. To promote teamwork and to motivate staff to ensure effective working relations.
6. To participate in the school's ITT programme.
7. To be responsible for the day-to-day management of staff within the designated department.

#### **Budgetary / Financial Responsibilities of the post**

1. To organise and manage the department budget to ensure the efficient and effective use of all resources.

#### **Working environment & conditions of the post**

1. In support of the Trust's vision and ethos of shared teaching and learning, to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

#### **Other Duties**

1. To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
2. To continue personal professional development as agreed.
3. To engage actively in the department's performance review (QAR) process.
4. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
5. To undertake additional duties as required, commensurate with the level of the job.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



## Person Specification

	Essential / Desirable	Evidence
<b>Qualifications and Experience:</b>		
An appropriate, good honours degree (2:2 or higher)	E	A,C
QTS or equivalent	E	A,C
Evidence of further professional study	E	A, C
Recent and relevant teaching of good to outstanding lessons at Key Stages 3 and 4	E	A, C, R
A teaching experience of at least two years	E	A,R
A track record of excellent student progress demonstrated by examination outcomes	E	A,R
Evidence of securing improvements in Geography within a school environment	D	A, I, R
<b>Curriculum and Knowledge:</b>		
Wide knowledge and understanding of Geography	E	A, I, R
Knowledge of current educational issues, an awareness of recent developments in the National Curriculum and changes in the Key Stage 4 curriculum	E	A, I, R
Ability to use data effectively to support student progress	E	A, I, R
Know and use a range of teaching and learning styles	E	A, I, R
Show an awareness of what constitutes outstanding pedagogy and practice	E	A, I, R
Understand changes to exams and whole school accountability measures	E	A, I, R
<b>Skills and Attributes:</b>		
Enthusiasm, drive and a love for the job	E	A, I, R
A passion for ensuring that all aspects of school life demonstrate integrity and respect	E	A, I, R
Commitment to a high profile presence in and around the school	E	A, I, R
A good sense of humour	E	A, I, R
Excellent communication skills, both verbal and written	E	A, I, R
An ability to organise, plan and prioritise time effectively	E	A, I, R
A willingness to challenge others to produce positive outcomes	E	A, R
Flexibility and adaptability	E	A, I, R
Be a role model and contribute to sharing high quality practice within the team	E	A, I, R

### Key to Evidence:

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference