

HEAD OF GEOGRAPHY

JOB DESCRIPTION

ABOUT JOHN LYON

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with 'value added' at all levels, GCSE, and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

Geography is a very popular subject at the School, with an excellent track record of success. The Department will be staffed by three Geography specialists.

Pupils follow Edexcel IGCSE Geography syllabus and the AQA Geography syllabus at A-Level. The Department expects all boys to achieve high grades, and in 2018, 86% of IGCSE candidates secured

A*-B grades. At A-Level 100% of candidates secured A*- B grades. The subject has a strong tradition of enabling boys to progress to leading universities to study Geography or other related degree courses.

The department embraces the role of fieldwork and leads a combination of day and residential trips for all year groups. A-Level students currently conduct 4 days' fieldwork projects at Minehead and Swanage whilst IGCSE pupils participate in a 3-day fieldtrip to Shrewsbury. In Years 7, 8 and 9 pupils participate in a variety visits to places such as The Science Museum, The Natural History Museum and Kew Gardens.

The department encourages learning around the subject through lectures from visiting speakers as well as students attending lectures at locations such as The Royal Geographical Society. Recently we hosted Professor William Allsop, a civil engineer specialising in flood defences, and Dr Jeremy Curtis, Head of Education and Skills at the UK Space Agency. Students have participated in webinars from Universities which complement their studies as well as attending lectures on topics outside our sphere of study, such as a Glaciation lecture by Dr Charles Warren from the University of St Andrews.

PRINCIPAL RESPONSIBILITIES

The Head of Geography is responsible specifically for the leadership and development of Geography throughout the school, ensuring that each pupil is positively encouraged to develop his potential to the full. The Head of Geography will be expected to work closely with colleagues in the department and across other curriculum areas.

The post holder will also teach all aspects of the IGCSE and A-Level Geography specifications to a high standard. There is currently one teaching group in each of the Lower Sixth and Upper Sixth.

SPECIFIC RESPONSIBILITIES

- Planning, implementing and reviewing the Geography curriculum;
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept;
- Overseeing the development and training of staff in the department and supervision of departmental staff;
- Leading regular departmental meetings, minuted to SMT;
- Representing the department within the school in matters relating to the curriculum and management;
- Liaising with other departments in the school;
- Cooperating with senior staff in developing links with feeder schools;
- Liaising with senior staff in matters concerned with discipline and matters relating to the timetable;
- Implementing the ongoing development of the subject area;
- Organising and attending field trips for IGCSE and A Level students as required;
- Reviewing and developing practical work;
- Delivering a subject-specific Oxbridge programme;

- Contributing to the school's UCAS programme through the preparation of subject-specific paragraphs for references;
- Provision of extension activities, such as for the Gifted and Talented cohort;
- Providing appropriate support for SEN pupils;
- Providing academic support outside of lessons, such as revision classes;
- Bidding for and running the departmental budget;
- Managing the provision of textbooks and resources;
- Ensuring Health and Safety guidelines are followed;
- Ensuring that departmental classrooms present a stimulating environment;
- Providing information on Public Examination entries to the Examinations Officer;
- Being available to provide advice and guidance on Examination Results Days;
- Implementing all school policies;
- Contributing to the spiritual, moral, social and cultural development of pupils;
- Within these specific responsibilities, the Head of Geography is expected to foster a lively and enthusiastic atmosphere within the department for pupils.

ADDITIONAL SPECIFIC RESPONSIBILITIES

- To oversee the progress and stocking of the Geography section of the library, working closely with the librarians over the purchasing of new books;
- To organise trips and activities to enhance the teaching and learning of Geography within the school;
- To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.

GENERAL DUTIES

- To carry out a share of supervisory duties and detentions in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties;
- To contribute to the PSCHÉ programme when required;
- To attend whole School events e.g. Open Days, Speech Day etc;
- To provide cover and examination assistance as required;
- All staff are required to contribute to the School's Extra-Curricular and Co-Curricular programmes.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

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PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at the John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- is suitably qualified for the responsibilities of the post;
- has good interpersonal and communication skills with pupils and colleagues;
- has good listening skills and respect for all pupils;
- has the ability to form relationships and to motivate pupils;
- has the ability to generate enthusiasm for the work of the department;
- can demonstrate high standards in the necessary professional competencies required of teachers:
 - *subject knowledge and application;*
 - *classroom management;*
 - *assessment, recording and reporting students' progress;*
 - *teaching effectively throughout age and ability range;*
- has confidence to contribute their own ideas and initiatives to the philosophy of the School;
- is willing to be involved in the wider activities of the School;
- has a practical understanding of administrative demands;
- has a commitment to personal and professional development.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Personnel Department

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others' health and safety. John Lyon is an Equal Opportunity Employer.