



# Seahaven Academy

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## Candidate Briefing Pack

**Job title: Head of Geography and Travel & Tourism**

**Closing date: Monday 4<sup>th</sup> May 2026**

**Interview date: W/C 18<sup>th</sup> May 2026**

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### Message from the Principal

Thank you for your interest in joining Seahaven Academy. I am delighted to introduce you to our academy, and I hope that this application pack provides you with an overview.

We are proud of the history of our school and the integral part it has played in our local community but also looking very firmly to the future and setting our sights on being an exceptional school for the students in the Newhaven area.

Since becoming an academy, the students, staff, governors and parents have worked tirelessly to make Seahaven what we want for our students: a safe place to learn and succeed beyond all expectations. At Seahaven Academy we take safeguarding extremely seriously in all aspects of our school life. We make excellent behaviour a priority in our school, committing to providing 'disruption-free learning' for all students. We believe that it is essential to take back those wasted moments staff spend on dealing with low level disruption and ensuring they are spent on teaching instead. We make no apologies for our no-nonsense approaches and strict routines but instead combine these with the best pastoral care and support students could receive, through our dedicated staff supporting every aspect of our students' school life. Teaching and Learning is what we live, sleep and breathe at Seahaven. We believe that learning takes place both inside and outside the classroom and will always go 'the extra mile' to do whatever we can to allow our students to be successful, but without compromising our very high standards.

We know where we are heading, and we are aiming to get there with an enduring positivity and enthusiasm for our work. We understand that a good work-life balance is a key factor in getting the best from everyone and have staff focusing on solving problems and embracing challenge. Staff morale is very high, and we are a proud school. If you like the sound of our mission to transform the futures of all our students, then Seahaven may well be the team for you to join. We welcome you to arrange a visit to see the school in full action.



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Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.

Good luck with your application and thank you again for considering Seahaven Academy for the next stage in your career.

Best wishes

**Mark Newnham-Reeve**

**Principal - Seahaven Academy**



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## Job Description

<b>Job title:</b>	<b>Head of Geography and Travel &amp; Tourism</b>
<b>Location:</b>	Seahaven Academy
<b>Salary:</b>	Competitive United Learning Pay Scale plus TLR 2b - £5,604.00
<b>Pension:</b>	United learning contribution is 28.68%
<b>Contract type:</b>	Permanent, Full Time
<b>Responsible to:</b>	Senior Leadership Team

### The Role

- To manage and deliver an appropriately broad, balanced, relevant curriculum for students across Geography and Travel & Tourism
- To monitor and support the overall progress and development of students as a teacher, form tutor and leader across the Geography Department and Travel & Tourism
- To lead on a learning experience which provides students with the opportunity to achieve their individual potential in Geography and Travel & Tourism
- To lead on teaching and learning initiatives across Geography and Travel & Tourism
- To lead on supporting the work of the department in seeking to continuously improve the quality of classroom teaching
- To lead on raising standards of achievement and maximising student attainment in Geography and Travel & Tourism
- To lead within the department and support the Academy to provide and monitor opportunities for personal and academic growth
- To support and be a mentor to trainee teachers who join the department
- To be committed to the safeguarding of children
- To work with the Principal to effectively manage and deploy staff, financial and physical resources to support the Geography and Travel & Tourism subject improvement plans

### Areas of Accountability

#### High Standards

- To role model effective teaching and learning strategies
- To monitor and evaluate the effectiveness of the curriculum provision for students
- To develop an ethos of striving for excellence by the pupils
- With the Vice Principal plan and deliver high quality training for staff
- To have a secure knowledge of the developments and the opportunities within the curriculum for students
- Use effective and detailed data analysis to raise the attainment of all students within the curriculum area and in particular targeted groups such as Pupil Premium, SEND and The Gifted and Talented, students who are looked after and any other group of students needing specialised support



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## Main Core Duties:

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To lead on the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To link with other leaders within the Academy in sharing best practice and across the Multi Academy Trust
- To link with other United Learning schools to maximise the departments achievements and standing within the Multi Academy Trust
- To role model and uphold the values and expectations associated with leaders at the Academy and across United Learning
- To represent the Academy at appropriate events put on by the Multi Academy trust
- To lead on the Department's improvement plan and its implementation
- To lead on the whole Academy planning activities which in turn leads to a consistently high performing classroom experience
- To lead on the Department process of self-review, evaluation and improvement planning activities
- To work closely with the United Learning Subject Advisors

## Curriculum Provision:

- To lead on both the Geography and Travel & Tourism curriculum provisions which provides a range of teaching and learning, which complements the Academy strategic objectives

## Staff Development:

- To take part in the Academy staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods across Geography and Travel & Tourism
- To engage actively in the appraisal review process and line manager relevant members of the department in this process
- To ensure the effective/efficient deployment of classroom.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy

## Quality Assurance:

- To adhere to and to help to implement Academy quality procedures
- To lead on the process of monitoring and evaluation of the department in line with Academy procedures, including evaluation against quality standards and performance criteria
- To identify improvement required to the teaching and learning demonstrated within the department and hold staff to account for the improvement.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy

## Management Information:

- To quality assure appropriate records and to provide relevant accurate and up-to-date information for the Academy management information system
- To quality assure and complete the relevant documentation to assist in the tracking and intervention of students across the department





- To track the progress of assigned students and use this information to inform teaching and learning and intervention programmes across the department with the support of other leaders in the department

### Communications:

- To communicate effectively with the parents of students as appropriate
- To communicate and co-operate with persons or bodies outside the Academy, where appropriate.
- To attend United Learning subject leader meetings for Geography and Travel & Tourism
- To follow agreed policies for communications in the Academy
- To attend meetings in accordance with the Academy policy

### Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, department and Academy procedures
- To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken in line with the department policy for assessment and marking

### Other specific duties:

- To play a full part in the life of the Academy, community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To promote actively the Academy policies
- To continue personal, professional development
- To actively engage in the Academy self-review and evaluation processes
- To actively engage in the Academy appraisal processes
- To comply with the Academy Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Principal
- To undertake any other duty as specified by the Principal not mentioned above





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- To comply with the Academy procedures concerning safeguarding and to ensure that training is accessed

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

United Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for an enhanced DBS disclosure.



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## Person Specification

### Essential

- Qualified Teacher Status (QTS)
- Detailed knowledge and understanding in the subject of Geography with the ability to teach to GCSE level
- Detailed knowledge and understanding in the subject of Travel & Tourism
- Confident classroom management
- Confident in the use of IT to support teaching.
- Ability to motivate and encourage students.
- Ability to maintain good professional relationships
- Experience of teaching across the 11-16 age range
- Evidence of use of strategies for raising achievement and achieving excellence
- Ability to work as an effective part of a team, understanding how to support and promote others
- Excellent interpersonal, presentation and communication skills
- Ability to contribute to the wider academy

### Desirable

- Further professional qualifications or subject development in Geography
- Engagement with educational research to reflect on pedagogical practice
- Experience of marking for exam boards



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## Ofsted Report



Inspection of Seahaven Academy  
Haven Way, Newhaven BN9 9TD

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Inspection dates: 11 November 2025

Overall effectiveness	Expected Standard
Achievement	Expected Standard
Attendance and Behaviour	Expected Standard
Curriculum and Teaching	Expected Standard
Inclusion	Expected Standard
Leadership and Governance	Expected Standard
Personal Development and well-being	Expected Standard

### What it's like to be a pupil at this school

Pupils enjoy coming to this harmonious school. Its inclusive ethos fosters a clear sense of belonging among pupils and staff. Consequently, pupils feel a real sense of community here. The pastoral support that staff give to pupils is a strength. As a result, pupils feel safe and well cared for. They learn to become responsible, respectful citizens. Pupils have a mature understanding of topics linked to equality and diversity. Should any bullying or discrimination occur, pupils trust that staff will listen and deal with it effectively.

The school's values to 'be kind, be confident and be ambitious' underpin all aspects of daily life. Pupils are keen to meet the high expectations that staff have for their achievement. They are motivated to work hard and succeed. Disadvantaged pupils, and those with special educational needs and/or disabilities, benefit from strategies that address their individual



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barriers to achievement. Overall, pupils achieve well. However, at times, there are some inconsistencies in how well the curriculum is adapted to support pupils' learning.

Effective partnerships with parents and carers are at the heart of ensuring that pupils thrive socially and academically. Pupils benefit from positive relationships with caring and committed staff. Typically, pupils work with focus and purpose. Classrooms are calm and orderly places, conducive to successful learning. During social times, pupils chat with their friends and play sports. While attendance is improving, some pupils still do not attend as often as they should.

Pupils value the opportunities that the school provides to develop their confidence, skills and talents. They benefit from the wide range of interesting clubs available, including the pop-up library and the eco-club. Pupils relish taking on leadership roles, such as being a member of the school council or a librarian. They play an active role in their school and the wider community. A palpable ethos of care and teamwork pervades here.

Full report can be accessed [Seahaven Academy > About Us > Ofsted](#)





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## How to Apply

To join our dedicated and talented team, click apply here. [Vacancies](#) | [Jobs](#) | [Seahaven Academy](#)

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

The closing date for this post is **Monday 4<sup>th</sup> May** and interviews will be held week commencing 18<sup>th</sup> May 2026.

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

## For more information about this role, please contact:

**Name / title:** HR Department

**Telephone number:** 01273 517601

**Email address:** [hr@seahavenacademy.org.uk](mailto:hr@seahavenacademy.org.uk)

## About United Learning

United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk).



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