



WE ARE ASTREA

**TEACHER OF GEOGRAPHY
(SECOND IN CHARGE)**

**ST IVO ACADEMY
PART OF ASTREA ACADEMY TRUST**

APPLICANT BRIEF





OPEN LETTER FROM PRINCIPAL, SAM GRIFFIN, ST IVO ACADEMY

Dear Colleague,

Thank you for your interest in St Ivo Academy and the post of Second In Charge - Teacher of Geography. This is an opportunity to join a vibrant, successful and supportive department and would be suitable for an experienced colleague.

The Geography department at St Ivo Academy is highly successful and prides itself on its contributions to the wider subject community. It offers an ambitious teacher plenty of experience both in teaching, departmental responsibilities, and professional career development. The department has held the GA's Secondary Geography Quality mark for the last 6 years and is a Geographical Association Centre of Excellence. Geography is a very popular option at GCSE (AQA specification) with 12 GCSE groups across Year 10 and 11 and 67 students across Year 12/13 students following the OCR A level syllabus.

The department is a team of six committed and passionate Geographers, one of which is also the school SENCO. The department is very well resourced; all classrooms have a smartboard, and the use of new technologies in enhancing teaching and learning is a strength of the department with its own dedicated department website www.geobytes.org.uk. At KS3, students are taught in mixed ability groups and teaching time is between 3-4 hours per fortnight. At KS4, students have 5 hours per fortnight. A range of fieldwork activities are organised for each year group and our Year 10 students have the opportunity to take part in an annual residential to Iceland at the end of Year 10. The department has a strong ethic of teamwork and mutual support and are prepared to go that extra mile, for example in delivering after-school revision sessions to exam groups. A strong focus exists on the quality of teaching and learning in the department. A key consequence has been the strong exam performance over many years across the key stages at both GCSE and A Level.

We highly value teachers who are passionate about their subject and communicate this effectively to students. The ability to form strong relationships with classes is essential, as well as a good sense of humour, collegiate approach to working, and a positive 'can-do' nature. The successful candidate will be able to teach across all three key stages. They must be committed to making a real contribution to maintaining the high standards that currently exist in the department to assist the Head of Department in ensuring continue future success.

St Ivo is a large 11-18 comprehensive academy in the town of St Ives, Cambridgeshire. We have around 1750 students with around 350 in our Sixth Form. The academy is 60 years old and is proud of its place within the local community. We are a truly comprehensive and inclusive academy. This is reflected in our approach to all areas of our work. From supporting students preparing for Oxbridge through to working with the most vulnerable St Ivo embraces everyone.

The rapport between staff and students has been central to our success over the years. St Ivo is a happy place to work and to teach. Students here are keen to learn and are well behaved. We are an active and dynamic community who see learning in all aspects of our work: lessons, tutor work, clubs, extra-curricular activities and trips. To get a picture of what we get up to visit our Facebook or Twitter feeds.

Staff development is hugely important at St Ivo. I believe that we are a creative staff that is willing to take



risks and experiment with new ideas. We have well established Teaching and Learning groups who lead our CPD work. This includes research work alongside the Cambridge University Faculty of Education as part of the SUPER partnership. Indeed, a large number of staff have undertaken Masters programmes with the faculty over recent years. The scale of the academy means that there are plenty of internal opportunities to broaden your knowledge and to develop your career. The majority of the current SLT have reached their positions through internal promotion. St Ivo is an academy where you can make progress, develop your career and, I hope, enjoy doing it.

St Ives is a delightful town centred around an old river port on the River Ouse. It is well connected being close to both the A1 and A14. Public transport to and from Cambridge (15 miles) is excellent giving access to its fantastic mix of history, culture, shopping and cutting edge technology and business. London is less than an hour by train from either Cambridge or Huntingdon. In addition to this, the area is surrounded by fantastic countryside. We think it is a great place to live, work and raise a family.

Academy performance is well above national average. In 2019 65% of our students gained grade 4+ in both GCSE English and Maths. In the Sixth Form, 46% of A Level grades were A*B. Our 2016 Ofsted report rated the academy as Good in all areas. It praised the quality of teaching, assessment and leadership. There was a strong message that this is an academy well positioned for further improvements and a clear move towards Outstanding. As such, this is an exciting time to be joining a rapidly improving, successful academy.

As you will see elsewhere, Geography is a successful and very popular subject within the academy. This is a great opportunity to join a team of first-rate teachers across the academy and to innovate a curriculum to be amongst the best in the country.

I hope that you will want to find out more about St Ivo Academy and that you will want to apply for the post. If you would like to more information prior to application, you are most welcome to get in touch. Please contact **Robert Chambers, Head of Department**, email Robert.Chambers@astreastivo.org. If you would like to visit us prior to application, you would be most welcome. Please contact Emillie Newell, PA to the Principal, on 01480 375400, or email office@astreastivo.org to arrange a visit.

I look forward to receiving your application.

Yours sincerely

Sam Griffin

PRINCIPAL AT ST IVO ACADEMY



JOB DESCRIPTION

SALARY	MPS/UPS (plus TLR 2)
CONTRACT TYPE	Permanent
WORKING PATTERN	Full Time
HOURS PER WEEK	32.5 hours per week

Purpose

The Second in Charge of Geography will work in support of the Head of Department to provide a clear vision for the teaching of Geography, which translates the Academy's ethos and aims into practice. Within the areas of specific responsibility held, the postholder will exercise leadership by promoting the best possible progress of all students based on excellent teaching and learning, creating a climate in which teachers and students are comfortable with their roles, feel valued and therefore are able to give their best. The postholder will support and develop the team and will assist the Head of Geography in managing, leading and developing the curriculum to secure high-quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

As a Second in Charge you will have specific delegated responsibilities within the subject in liaison with the Head of Geography.

Line manager to: the post holder will assist and at times deputise for the Head of Geography in the line management of teachers in the subject area.

Responsible to: the Principal and on an everyday basis, the Head of Geography.

General Duties:

The Conditions of Employment for School Teachers (contained in the School Teachers' Pay and Conditions Document) specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. In recognition of the particular duties required of the holder of this post a TLR is payable.

Key Responsibilities to Include:

Assisting with Leadership of the Department

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- To deputise for the Head of Geography in his/her absence;
- Help ensure that members of the department are aware of procedures in the case of absence and taking responsibility for ensuring that appropriate work is set, and suitable arrangements made when a member of the department is absent;



- To promote a high standard of behaviour for learning and where necessary to support and/or, in his/her absence to deputise for the Head of Geography in dealing with 'escalated behaviour incidents from within the department;
- Assist in departmental monitoring and evaluation with regards to the quality of teaching, learning, and planning, assisting with lesson observations and MAF (Marking, Assessment and Feedback) procedures and quality assurance and taking on some line management responsibility;
- Participate in and support the training and professional development of the members department;
- Lead systems for inducting and mentoring NQTs and Teach First, Schools Direct etc. into the department as required.

Key Stage 3

- Take responsibility and be accountable for curricular development - learning, teaching and standards in Key Stage 3 Geography for the whole ability range to ensure it is engaging, current and meets any statutory and trust requirements. This will include engaging team members in the creation, implementation, and improvement schemes of learning at KS3 (which should be reviewed annually) and putting in place systems for tracking and monitoring progress at KS3;
- Set regular, measurable, and appropriate assessments for students at KS3 in line with trust guidance, working alongside the Data Officer to ensure that the Go4Schools KS3 mark books are up-to-date and comply with the school's overall assessment policy. Taking responsibility for the internal moderation of KS3 assessments to ensure accuracy and consistency;
- Co-ordinate and encourage the sharing of resources in the department, to include running departmental INSET on KS3 linked content as appropriate. To include monitoring and implementing new resources;
- To take responsibility for the internal moderation of KS3 assessments for accuracy and consistency and to support the Head of Geography in moderation at other Key Stages;
- Monitor KS3 homework to ensure that it is in line with department and school policy;

Trips and Extra-Curricular:

- Co-ordinate and develop extra curricula activities including whole year events (e.g., Fairtrade fortnight), competitions and international links where appropriate;
- To co-ordinate, plan and lead/oversee KS3 fieldwork (and assist in the planning and delivery of other fieldwork across all key stages, including where appropriate residential fieldwork);

Cross Key-Stage Work:

- Teaching Geography across the key stages (KS3 – KS5);
- Work alongside the HoD to co-ordinate curriculum parent / carer's evenings such as those that occur in Yr 9 concerning courses in Yr 10 / 11;
- Assist in provision for students with special needs, disadvantaged, looked after and those who are most able liaising with SEN where necessary;
- To work alongside and assist the Head of Geography in the monitoring of KS4 progress and the implementation of appropriate intervention strategies;

Liaising with Parents:

- Help ensure that parents/carers receive information about their child when appropriate;



Other Specific Duties:

- Undertake such other duties as the Head of Department / Principal may reasonably require;
- Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- Support the academy's values and ethos by contributing to the development and implementation of all school policies, practices, and procedures;
- To attend weekly curriculum briefing and where necessary to deputise for Head of Geography at the regular Middle Leaders conferences;
- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- Follow Child Protection and other agreed procedures e.g. relating to the organisation of trips and visits and the ordering of goods;

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



PERSON SPECIFICATION

Knowledge, Qualifications and Experience

- Qualified teacher status
- Qualified to at least degree level with subject related first degree
- Evidence of recent and relevant professional development
- Have up to date subject knowledge and a willingness to continually develop this
- Experience and the ability to teach Geography across the Key Stages with excellent classroom management skills
- Effective classroom teacher
- Understand the role of assessment of and for learning in improving student progress
- Experience in planning and leading a wide range of fieldwork opportunities
- Have the ability to plan appropriate, stimulating, demanding and relevant work for a range of students
- Ability to evaluate own teaching on the basis of which improvements are made
- An outstanding classroom practitioner with a proven track record of success in raising standards in teaching and learning
- Having significantly contributed to the work of a department with clear, demonstrable success
- Developing curriculum initiatives that have accelerated student progress across a range of classes / year groups
- Delivering staff training and undertaking professional development of other teachers
- Experience of using innovative digital technologies to engage learners and enhance student outcomes
- Designing / leading intervention programmes at a department level with proven impact on attitude and attainment
- Experience of staff development, coaching, mentoring, and delivering CPD
- Experience of a leadership role in some capacity

Leadership and Management

- High standards: leading by example professional and continually upholding Academy aims and ethos
- Resilience – ability to stay calm under pressure, regulate own emotions and excellent attendance
- Innovative – passionate about embracing new technologies, ideas, and practices
- Strong organisation skills (the ability to prioritise, delegate and use of effective time management)
- A clear understanding of the strategies required to establish consistently high standards of results and behaviour.
- Skilful management and ability to maintain working relationships with parents and other stakeholders
- Ability to lead and motivate, within the academy's performance management framework
- Some experience of leading teaching initiatives

Personal Qualities

- Commitment: sustained energy and enthusiasm to achieve the Trust's vision for improvement
- Flexibility: ability to adapt and implement change and a willingness to learn
- Self-motivation: ability to initiate and complete routine and non-routine work independently
- Social awareness: team player and motivator, emotionally intelligent and able to build relationships
- Empathy – genuine care and passion for working with and developing others (young people and adults)
- Positivity – 'can-do' attitude, sense of humour and ability to inspire and energise others.

This is not exhaustive.



Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org