



**ROSE HILL SCHOOL**  
ROYAL TUNBRIDGE WELLS

## **Head of Geography**

We are seeking a dynamic and inspirational individual to lead our Geography Department and deliver a curriculum that is exciting, innovative and diverse. Our mission is to inspire each child with a love of learning and to prepare them for a fulfilling future.

The successful candidate will ensure that the provision of Geography across the School is outstanding and everybody is engaged positively in learning and the standards of progress are excellent. The successful candidate will be an experienced professional with a sound knowledge of the complexities of teaching, learning and curriculum development with particular regard for Key Stage 2 and 3, including Common Entrance requirements. We are looking to introduce ECO School and Fairtrade as part of the development of the School, making this an exciting opportunity for an experienced, talented and motivational geography teacher looking to further develop their career.

The position is a part-time (0.6), permanent role and offers a highly competitive salary. Candidates must be prepared to play a full part in school life, including co-curricular activities. Further details and an application pack are available on our website or from the PA to the Head, Ann Green: [ann.green@rosehillschool.co.uk](mailto:ann.green@rosehillschool.co.uk) Early application is strongly encouraged. The School reserves the right to conclude the recruitment process before the closing date should the ideal candidate be identified.

Rose Hill School is an independent, co-educational, day prep school educating approximately 300 children from 3-13 years. The School is set in the heart of Royal Tunbridge Wells in Kent with good transport links to central and outer London. For more information about Rose Hill School, the role of Head of Geography and the application process please visit [www.rosehillschool.co.uk](http://www.rosehillschool.co.uk).

The closing date for this post is midday Friday, 28 February 2020.

Interviews held on Wednesday, 11 March 2020.

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS and employment references.



December 2019

Dear Applicant

Thank you for your interest in the position of Head of Geography at Rose Hill School commencing September 2020. Following the relocation of our current Head of Geography we are looking for a Head of Geography to join our education team. This is a part-time (0.6) permanent role.

Rose Hill School is an inspiring place to learn: a warm, caring school with inspirational teachers, an enriching curriculum, first class facilities and creative indoor and outdoor learning spaces. We are a modern school rich with tradition, we offer a rare mix: academic excellence; sporting achievement; exceptional pastoral care and the freedom to explore the creative arts.

We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched and deeper learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Rose Hill years as a time of wonder and inspiration!

We have completed an indoor swimming pool which complements the already outstanding facilities. These include a large Sports Hall, 220 seat theatre and 15 acres of fields and woodland that surround the school to enhance our Creative Curriculum. As a school we have been able to make significant investment in our infrastructure and facilities, but of course facilities are nothing without the right staff team.

I was so fortunate in my early years as an art teacher to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website will give you further insight into what an extraordinary place this is with infinite opportunities. 'Resilience' and 'Confidence' are two of our five unique keys to success and if the attached role and description of our community excites you, then I do hope that we will hear from you!

Kind regards

Emma Neville  
**Head**

## JOB DESCRIPTION: Head of Geography

Promote and exemplify the School

1.	a) <b>Title of post</b>	<b>Head of Geography</b>
	b) <b>Salary</b>	Rose Hill Scale is above national scales and according to experience. Three Performance points are available and a responsibility allowance. Part-time (0.6)
2.	<b>Purpose of the Job</b> Provide effective and energetic leadership to drive forward the curriculum and assessment of geography: <ul style="list-style-type: none"> <li>• Ensure the highest standards of teaching and learning of geography throughout the School.</li> <li>• Deliver outstanding lessons and instil a love of geography in pupils, promoting excellence and upholding the School's Aims and Mission.</li> <li>• Involvement in co-curricular activities, according to strengths.</li> </ul>	
3.	<b>Applicable Contract and Duties</b> This Job is to be performed in accordance with Schedule B of the Teacher's Contract of Employment which details the Professional Duties a teacher may be required to perform.	
4.	<b>Relationships:</b> <ul style="list-style-type: none"> <li>• The post holder reports to the Deputy Head and works in partnership with the Head and the Management Team.</li> <li>• The post liaises closely with the Head of Lower, Middle and Upper Schools and colleagues in the PrePrep to ensure consistency of the delivery of geography across all key stages.</li> <li>• The post holder assumes line management responsibility, including Performance Development for geography teachers.</li> <li>• The post holder interacts on a professional level with colleagues, seeks and builds productive relationships to promote mutual understanding of the pupils' needs and school development.</li> <li>• The post holder will be an active participant in forming, building and maintaining positive professional relationships with parents and other key stakeholders.</li> <li>• To support effective communication and links with the wider community, including destination schools.</li> </ul>	
5.	<b>Specific Responsibilities as Head of Geography:</b> <ul style="list-style-type: none"> <li>• Lead on teaching and learning initiatives in the Geography Department to deliver a curriculum that is rich, balanced, creative and innovative, and which meets the needs of all children. Update regularly in line with national trends, interests and cross-curricular links.</li> <li>• Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their geography lessons.</li> </ul>	

- Liaise with the Head of Learning Skills to ensure that pupils of all abilities receive the most appropriate support or extension, ensuring that intervention strategies are in place and monitored.
- Organise and oversee the geography trips and visits programme, including a biannual residential trip and a variety of other initiatives and events such as competitions and workshops, aimed at promoting the learning of geography.
- Lead and oversee the schools ECO School and Fairtrade initiatives.
- To promote and publicise, both internally and externally, the work and achievements of the children through the use of Twitter and other publications to showcase examples of excellent practice through the Marketing Manager.
- Lead the department in the development of IT based learning to ensure a strong digital presence for geography.
- To be responsible for the Geography Department budget, including planning, recording and reviewing expenditure as appropriate.
- Inspire, motivate and develop staff, and actively promote team work and collaboration. Confidently garnering the input of the Geography team and building upon the skill set within the department.
- Promote high expectations in staff and pupils, and encourage initiatives to extend the scope and quality of the children's education.
- Undertake rigorous quality assurance to ensure that pupils and colleagues are performing according to expectations.
- In conjunction with the Deputy Head, monitor the quality of teaching and learning in the Geography Department, to ensure consistency and high standards.
- In collaboration with the Deputy Head and Head of Pastoral Care, ensure that Staff Development needs are identified and appropriately met.

**Teaching and Learning:**

- To be the lead teacher of Geography within the department; to inspire colleagues through the delivery of outstanding lessons.
- Demonstrating the highest standards in planning and assessment.
- Effective data analysis to inform pupil progress, frequent target setting and tracking of pupil performance according to these targets.
- Monitor pupils' personal and academic progress and ensure appropriate support is provided.

**Pastoral:**

- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside School.
- Supporting the role of a form tutor and promoting the welfare and wellbeing of all pupils.
- 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 Safeguarding & Child Protection Policy Statement at all times. If in the course of carrying out their duties, 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 one of the School's Designated Safeguarding Leads or to the Head. This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

**Co-Curricular:**

- Co-curricular involvement and initiatives according to Eco School and Fairtrade and individual strengths.

	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Attending meetings and undertaking duties including playground, lunchtime, prep as reasonably requested by the Head.</li> <li>• Reappraising performance, participating in training and being aware of best practice and legislation.</li> <li>• To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).</li> <li>• School events – attendance at and support for regular events throughout the year such as Summer Festival, Carol Service, Speech Day, Parents' Association events.</li> <li>• An understanding of the independent school sector</li> <li>• Experience of managing a departmental budget, including planning, recording &amp; reviewing expenditure.</li> </ul>
6.	<p><b>Personal Specification and Experience</b></p> <ul style="list-style-type: none"> <li>• Appropriate qualifications: qualified teacher (degree or equivalent) and degree in Geography</li> <li>• Successful track record of Geography teaching</li> <li>• Good knowledge of Key Stage 3 and Common Entrance requirements</li> <li>• The ability to work collaboratively and supportively</li> <li>• Commitment to the protection and safeguarding of children</li> <li>• Good IT and Interactive Whiteboard skills</li> <li>• Effective classroom management skills</li> <li>• Commitment to ongoing professional development</li> <li>• Willingness to contribute to the co-curricular life of the school</li> <li>• Enthusiasm for teaching, empathy with young people and a sense of humour</li> </ul>

**In addition to the ability to perform the duties of the post, the interview for short-listed candidates will explore issues relating to safeguarding and promoting the welfare of children.**

**Rose Hill is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check.**