



## APPOINTMENT OF ACTING HEAD OF GEOGRAPHY

### Details of the Post

<b>Reason for the Vacancy:</b>	The present Head of Department will be taking maternity leave in September 2019
<b>Subjects to be Taught:</b>	<ul style="list-style-type: none"><li>• Teaching Geography throughout the Upper School (Years 6 to 8) leading to 13+ CE Syllabus, 12+ and 13+Scholarship</li><li>• Working closely with Head of Humanities in Middle and Lower School</li><li>• Possibly supporting Games</li></ul>
<b>Timetable:</b>	<ul style="list-style-type: none"><li>• Teaching Geography across the Upper School</li><li>• Generous PPA as Head of Department, including fixed department meetings</li><li>• Supporting Upper School games</li><li>• Attending Church, assemblies and tutor meetings</li></ul>
<b>Class Sizes and Setting Details:</b>	<ul style="list-style-type: none"><li>• Maximum of 20 children in 13+ classes</li><li>• Maximum 22+ children in 11+ classes</li><li>• Three sets in Year 6, four sets in Year 7 and five sets in Year 8</li></ul>
<b>Extra-curricular Expectations and Opportunities:</b>	<ul style="list-style-type: none"><li>• Form Tutor, responsible for up to 20 pupils</li><li>• Organisation of a Y6 fieldwork trip in the Lent Term to satisfy the requirements for the CE Syllabus</li><li>• Lunch and break duties</li><li>• Covering for absent staff</li><li>• Parents evenings and other after school events</li><li>• Clubs and societies</li></ul>

*This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies 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, he/she must report any concerns to the school's Safeguarding Officer or Deputy.*