

Keswick School



Head of Geography
Information Pack
Permanent appointment

1.0fte

Closing Date: 9am, Friday 26th February 2021



Welcome

If you are reading this information you will by now have shown some degree of interest in the post on offer and I hope that the enclosed information will encourage you to submit an application.

Keswick School Academy is a highly successful coeducational 11-18 comprehensive with 1351 pupils on roll. There are 301 students in the sixth form and 40 boarders. The academy has been recognised under a number of designations including; National Teaching School, Science Specialist, High Performance and Gifted and Talented SSAT Consultant School.

The academy has 86 well-qualified teaching staff. There is a Senior Leadership Team consisting of the Head Teacher, two Deputies, three Assistant Heads and a Director of Finance & Operations. Nearly all teaching staff are Form Tutors and work in support of the senior pastoral staff. The academy has a high reputation for pastoral welfare.

We are a happy, friendly school and, even though large in size, we retain a family atmosphere. As a state boarding school we are quite literally home to 40 students. Staff, students and parents work together in partnership.

We are dynamic and aspirational, have high ambitions, innovate, take calculated risks and do things our own way.

We have staff who go the extra mile and students who actively participate in clubs, societies, sport, music, trips and visits. We have a clear sense of direction, strong values and a passion for learning.

We want someone to share in our desire to provide the best education for our students and be hungry for the success of the school.

Applicants are asked to provide a letter of application no more than two sides of A4, outlining their suitability for the post. Please complete the application form and return both by the closing date.

I look forward to receiving your application.

Simon Jackson MA(Oxon) MEd FRSA
Head Teacher



JOB DESCRIPTION

POST TITLE:	Head of Geography
RESPONSIBLE TO:	Assistant Head Teacher
PAY GRADE:	MPS + TLR 2b
JOB PURPOSE:	To sustain and improve the quality of teaching and learning and the level of academic success achieved by all pupils in Geography. To lead innovative developments in Geography that will inspire pupils across the age and ability range.

MAIN DUTIES AND RESPONSIBILITIES:

Curriculum Management

1. Lead, manage and develop the Geography curriculum with support from department colleagues
2. Review and develop high quality teaching materials and schemes of work that take into account curriculum changes, new initiatives, shared best practice and research outcomes in order to maximise pupil progress
3. Plan and implement teaching strategies to support independent and active learning
4. Ensure that all groups of pupils are well catered for, especially G&T/PP/catch up/SEND, taking into account different teaching and learning styles
5. Plan and implement department intervention to targeted groups to raise achievement
6. Ensure pupils' work is regularly assessed, is diagnostic and that subject specific formative feedback is provided which clearly explains how pupils can improve, in line with the school's assessment policy
7. Ensure reports to parents are of a high standard and that guidelines are adhered to and deadlines met
8. Analyse and evaluate department performance and use this to inform individual and department target setting
9. Produce an annual Departmental Improvement Plan that reflects the School's Improvement Plan
10. Work with colleagues in other departments on school priorities including developing literacy, numeracy, independent learning, BYOD and cross curricula projects
11. Liaise with primary schools (KS2) to support and in inform curriculum developments
12. Look for opportunities for pupils to participate in local and national events

Leadership and Staff Management

1. Lead the department through outstanding teaching, professional vision and knowledge
2. Work within a system of line management and undertake appraisals
3. Work with and support other colleagues within the Humanities department
4. Routinely and rigorously monitor the quality of teaching and learning through lesson observations, work sampling, drop-ins and pupil tracking, and set targets for development
5. Oversee the professional development of Geography teaching staff through guidance, delegation and consultation
6. Deliver CPD/INSET in departmental meetings and through the school CPD programme
7. Contribute to the induction process for trainee teachers, NQTs and new staff

8. Supervise the work of and give professional guidance to trainee teachers and NQTs within the Geography department, supplying written reports according to the school's policy
9. Advise the Head teacher in matters of staff appointments
10. Ensure that high standards of student behaviour are maintained in the Geography department at all times

Resource Management

1. Monitor expenditure and keep an inventory of equipment, textbooks and other resources
2. Monitor and direct the ordering, storage and use of materials, equipment, books, etc.
3. Supervise the use of teaching spaces ensuring they present a stimulating learning environment
4. Ensure that corridor displays are regularly refreshed with innovative Geographical themes around the department
5. Ensure adherence to the relevant Health and Safety regulations

Communication

1. Attend Head of Department meetings
2. Chair regular department meetings, produce agendas and ensure minutes are sent to the Head teacher
3. Ensure discussion and transmission of school issues and policies to staff, students and volunteers
4. Prepare displays of student work, pupil/parent information etc. that are of a high standard
5. Maintain a Geography notice board with competitions, publications, activities, reviews and careers

General

1. Undertake wider duties within the school, for example, to be a Form Head
2. Contribute to extra-curricular activities
3. Abide by school/departmental policies and procedures, and embrace the ethos and values of Keswick School

Health & Safety:

The health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

Job descriptions will be reviewed annually and there is the expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Head teacher to undertake work of a similar level that is not specified in their job description.

This post requires an enhanced DBS check

"I'm an experienced teacher in my second year at Keswick. I have found the students here are very keen to learn and a pleasure to teach. Parents are supportive and the staff are really friendly. It's a very successful school and there's a genuine good feel about the place. The bright, roomy and well maintained buildings and the location of the school, surrounded by beautiful countryside, make it a lovely environment in which to work".

Mr K Ely

PERSON SPECIFICATION		
POST TITLE: Head of Geography		
Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<i>This will include</i> <ul style="list-style-type: none"> • Good honours degree with a substantial, relevant component • QTS • Good knowledge of the KS3/KS4 Geography curriculum 	<i>This may include</i> <ul style="list-style-type: none"> • Child protection and safeguarding training • Good knowledge of the KS5 Geography curriculum
Employment Experience	<i>This will include</i> <ul style="list-style-type: none"> • Recent relevant teaching experience throughout the age and ability range in the secondary sector 	<i>This may include</i> <ul style="list-style-type: none"> • Wider relevant experience • Ability to teach another subject
Professional Skills	<i>This will include</i> <ul style="list-style-type: none"> • Belief that all pupils can achieve and that academic achievement is important • Ability to teach inspirational and exciting lessons • Effective leadership and management skills • Ability to initiate and manage change with successful outcomes and keep up-to-date with developments in education 	<i>This may include</i> <ul style="list-style-type: none"> • An interest in developing the extracurricular profile of Geography • Ability to use a wide range of IT and related software
Personal Qualities	<i>This will include</i> <ul style="list-style-type: none"> • Desire to push pupils to the highest standards • Professional bearing • Good oral, written and graphic communication skills with pupils, colleagues and the community • Evidence of high levels of motivation, enthusiasm for the subject and commitment to the aims of the school • Good organisational skills • Team participation skills 	<i>This may include</i> <ul style="list-style-type: none"> • Sense of humour



The Selection Process

Criteria

Essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate during the recruitment process that you have these criteria.

Assessment of suitability to work with children

During the selection process your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

Anomalies

Upon shortlisting any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification.
- Original documents are required to be presented at interview when they are identified as essential criteria.



The Geography Dept.

Geography is a popular subject at Keswick school. We follow Edexcel Geography A for GCSE and the Edexcel 'A level' Syllabus.

The department is made up of 4 geography specialists with expertise in human, physical and environmental geography.

We strive to inspire and enthuse all pupils in a dynamic, caring and supporting environment with an aim to developing thoughtful and independent learners. The department utilises a wide range of teaching resources such as GIS, guest speakers as well as our enviable geographical setting. As a result, many of our students continue to read geography and geography related courses at degree level.

All students are taught by subject specialists. Year 7 and 8 students are timetabled 1 hour of geography each week; Year 9, 3 hours over a two week timetable. KS4 students are timetabled 5 hours and KS5 students, 8 hours of timetabled lessons per fortnight.

Fieldwork is incorporated into schemes of work throughout Y7-13, using the local area for KS3 and a combination of the local area and further afield for Y10-13. Previous field work has included, coastal and river studies using St Bees and the River Derwent, urban studies in Manchester as well as residential trips to London and Arran for A level.



Equal Opportunities

It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.

Curriculum

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

Behaviour

We expect behaviour to always be impeccable. Intimidating or insulting language will not be tolerated.

Staffing

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and its reputation is high in the district and beyond. This is well illustrated by the presence of over 750 day pupils from out of the catchment area who are in attendance.

The academy is well supported by an energetic Local Governing Body. It is also a National Teaching School leading the West Cumbria Teaching School Alliance.



By Air:	Glasgow International	2 hrs 20 mins
	Manchester International	2 hrs 10 mins
	Newcastle International	2 hrs
	Durham Tees Valley	1 hr 50 mins

