

Ivybridge Community College



Head of Geography (Maternity Cover) Candidate Information



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Ivybridge Community College



December 2020

Rachel Hutchinson
Principal

Dear Candidate

Head of Geography (Maternity Cover)

Further to your enquiry, I am delighted that you have requested further information regarding the position of Head of Geography at Ivybridge Community College.

This is a fantastic opportunity to work in a flourishing Department, which has recently been recognised by Ofsted as being an area of excellence within the College.

As a College, we are committed to providing an excellent education for ages 11-18. Inherent in everything we do is a culture of high expectation and aspirations. Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential.

The successful candidate will gain a wealth of experience from working across the College, whilst receiving support and guidance from the Leadership Team. For the right candidate, there may be opportunity to secure a permanent TLR position following the maternity contract.

I look forward to receiving your completed application.

Yours sincerely

Rachel Hutchinson
Principal

Geography Department

The Post

This is an excellent opportunity for someone to lead a successful department at a time of continuing curriculum and educational change. It offers the successful candidate the chance to have a positive input into these developments and the range of experiences available in the department provides an excellent framework within which to further develop their teaching skills.

The department has a team of dedicated and enthusiastic specialist Geographers who work closely together in all aspects of their work. A person with energy, enthusiasm, flexibility and a keen commitment to the subject is sought.

The Department

The Geography Department has traditionally had a strong input into the curriculum of the College and it is a very popular subject at all levels throughout the College. The appointed person will be expected to take a full and active part in the continuing development of the Geography curriculum.

Geography is taught in a range of specialist rooms, in the Humanities area, which provides easy access to Computer Suites and a Learning Resources Centre. There is a dedicated Humanities staff work area which is well equipped with relevant source materials and technology.

The Curriculum

The College runs a two week timetable and at Years 7 and 8, Geography is taught for four hours a fortnight.

In Years 9 and 10, it is taught for five hours a fortnight and the students follow the AQA specification.

At Key Stage 4, the Geography Department also offer a Level 2 BTEC in Travel and Tourism.

In Year 11, GCSE Geography is taught for four hours per fortnight.

Geography is taught to the full ability range in mixed ability groups. The appointed person will be expected to be fully involved in the teaching of the GCSE and A Level specifications.

Geography continues to be a very popular subject at Key Stage 4 and Key Stage 5. The current specification followed at A Level is Edexcel.

It is an active Department with opportunities for extra curricular activities. Fieldwork is viewed as important within the Department, with trips organised for every Year Group, making the most of the local environment, where possible.

At present, Year 12 students have the opportunity to take part in a residential trip to Dorset and Year 10 students to Iceland. There is also a Geography Club for Key Stage 3 students which focusses on a variety of activities.

JOB DESCRIPTION

Post: Head of Geography
Maternity Cover

Accountable to: Associate Leader

Salary: MPS/UPS + TLR1A (£8290)



Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development.

Terms and conditions for staff employed on teaching contracts are detailed in the current School Teachers' Pay and Conditions document.

Purpose

The purpose of your additional responsibility beyond that of a classroom teacher is to lead the continued delivery of the highest possible quality of Teaching and Learning in your curriculum/student performance/cross curricular area. In particular you will:

Responsibilities

- Be accountable for leading, managing and developing your curriculum/student performance/cross curricular area.
- Lead, support and organise the team in fulfilling their responsibilities as teachers/Tutors.
- Ensure that your team follows and makes an active contribution to the policies, aspirations and plans of the College.
- Be responsible for self-evaluation and analysis of achievements and standards in your curriculum/student performance/cross curricular area.
- Implement appropriate plans to impact on the educational progress of students in your curriculum/student performance/cross curricular area.
- Assess the performance and professional development needs of the members of your team, providing them with feedback, guidance and support within the context of the College's Performance Management Policy.
- Contribute to overall College evaluation, planning, monitoring and policy making.
- Ensure the effective management of the budget, resources, equipment and rooms of your curriculum/student performance/cross curricular area.

Key Tasks

- To provide professional leadership for all aspects of the Geography Department.
- To provide professional leadership, ensuring that the College meets all statutory and non-statutory requirements for Geography and to promote the subject to all stakeholders.

Specific Tasks

- Department leadership and curriculum development.
- Management of the Geography curriculum and its delivery at all Key Stages – Quality Assurance of the Geography curriculum.
- Collating of all POS/Schemes of Work.
- Management of department finances and resources.
- Management of NQT and trainee teachers.
- Geography timetable and staff in liaison with the Assistant Principal.
- Liaise closely with Executive Associate.
- Performance Management.
- Student discipline and referrals.
- Department inventory.
- Pastoral welfare of all staff and students.
- Administration of all examination procedures.
- Department self-evaluation and exam analysis.

This is not an exhaustive list and the Head of Geography will be expected to respond to changing priorities.

Professional Aspiration

All teachers, through professional growth and sustained and substantial performance and contribution to the College, can aspire to progression.

All teachers who have met threshold standards and who are paid on the upper pay spine play a critical role in the life of the College. They provide a role model for Teaching and Learning, making a distinctive contribution to the raising of student standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use outcomes effectively to improve students' learning. These teachers should make a sustained and substantial contribution once progression has happened. The teacher must show that she/he has 'grown professionally post threshold' by developing their teaching expertise.

How to Apply

All applications for employment should be made by completing the Westcountry Schools Trust application form which can be downloaded from Ivybridge Community College's website at www.ivybridge.devon.sch.uk.

Please indicate clearly the main details of your Post-16 and Higher Education qualifications as well as all relevant experiences which make you suitable for this position.

Applications for this vacancy must be received by **9am, on Friday, 11 December 2020**.

If you wish to send your application by email please send it to the HR Department, at HR@ivybridge.devon.sch.uk.

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