



"An individual approach to academic success"

Head of Geography





Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.



Dear Applicant,

Thank you for taking time to consider applying for the Head of Geography. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint for the Spring Term 2022 and encourage applications from those currently working in both the independent and state sector. We have a growing number of staff who have chosen to make the move to the independent sector, attracted by a school in which girls are eager to learn in a high-quality environment where academic excellence is valued alongside opportunities to develop the whole person.

The successful candidate will be part of a team of Humanities staff which are popular subjects across the school. They will also be an inspiring teacher with a passion for developing both excellence and inclusive participation in their subject.

Manor House is a fantastic place in which to work. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents. We are truly committed to the importance of Geography and have a highly successful department achieving outstanding outcomes for all pupils. I am looking for someone who will be committed to excellence and in developing the subject further.

All teachers take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and who is firmly committed to girls' independent education.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms Fantham
Headteacher

About Us



Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports girls to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our girls' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day-to-day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and pupils, always makes Manor House School an unforgettable experience.



Our Values

A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

We aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen on the left, underpin our school maxim "To love is to Live".

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team Benefits

Manor House School employs over eighty staff in varying roles; all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

Benefits at Manor House School alongside our free parking include:

- access to great support and facilities including an iPad to support teaching and learning
- enthusiastic and intelligent pupils who enjoy learning
- excellent standards of classroom behaviour
- favourable school holidays
- small, safe environment
- well-resourced professional development programme
- access to our tennis courts and outdoor pool
- well-being programme including access to a 24 hour employee assistance programme
- complimentary lunch in the staff dining area with tea and biscuits at 4pm
- significant reduction of fees for own children attending Manor House



Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our pupils to achieve their very best. Hard work always produces results and academic success for each and every girl is at the top of our agenda. Good examination results open doors and change lives and Manor House School holds a very good reputation for excellent academic achievement. Our smaller setting creates an environment where each girl is able to receive appropriate measures of support and challenge from an individual teaching approach to achieve their personal best.

Our GCSE performance is consistently strong year on year with our individual top scholars achieving outstanding results. Lower down the School, a high percentage of our Prep girls achieve well above national expectations.

Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of our girls.

We expect our employees to uphold our high standards of behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff adhere to them.



Pastoral and other Responsibilities

- If required, take pastoral responsibility for a tutor group in Key Stage 3 or 4.
- Take responsibility for the health, welfare and safety of pupils at all times.
- Attend assemblies, staff briefings and meetings and preparation/Inset days.
- Attend parent/teacher evenings and Senior Department and whole-school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook.
- Attend mandatory training annually or when requested.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague on a daily basis only.
- Accept any reasonable responsibility delegated by the Headteacher or Deputy.
- Participate in the wider community of Manor House School such as Heritage Day, Open Days and Bookham Village Festival.
- Contribute to the school's extra-curricular programme.

The Geography Department

The Head of Geography at Manor House School is responsible for teaching Geography throughout the whole of the Senior School.

Our aim is to stimulate pupil's interest in the physical and human environment and to develop a sense of awe and wonder in the world around them, together with a caring sense of responsibility to the environment and people throughout their future lives.

Throughout KS3, students are taught in either sets or class groups, often timetabled with the Humanities subjects of Geography, History, RS and Classics. We view ourselves as a Department with similar objectives and, as single-person Subject leads, support each other, often sharing activities such as field visits and other events. Geography is a compulsory subject until the end of Year 9 when GCSE option choices are made. Geography is always a popular option, taken up by at least half the Year group.

The Curriculum

In Year 7, the curriculum is designed to imbue a sense of place – to understand where places are and how their local area is part of the global environment, as well as developing an understanding of political, cultural and ethnic diversity through the role of the EU and immigration to the UK. We also practise skills of map reading and geographical investigation techniques and study the physical topic of Weather and Climate. In most years a Humanities residential or day field trip combines elements of Geography with History or Classics study.

In Year 8 and 9 human geography topics of Population Studies and Economic Development are contrasted with physical topics of Coastal Environments, Climate Change and Tectonic Hazards to celebrate the diversity of Geography and to prepare for the GCSE specification.

At GCSE, there are usually two sets, with three lessons per week. The generally smaller size of the GCSE groups allows plenty of opportunities for students to discuss ideas and contribute opinions, as well as seek further understanding. We follow the AQA specification.

Fieldwork opportunities are delivered through visits to Guildford, where sustainability and urban issues are investigated and the Sussex coast, where coastal processes and management can be studied. The development of geographical skills and understanding over the course of study has led to excellent GCSE results, with 100%

attaining grades 9-4 and an average of 75% of students attaining grades 9-7. Many students go on to study Geography A Level in their further education choices.

Curriculum Enrichment

As well as celebrating academic achievement, we provide opportunities to see the relevance of Geography in the wider world through Geography in the News lessons, charity walks for WaterAid and bi-annual international residential trips to Morocco or Iceland.

Job Description

The Role

Reporting to the Deputy Head, the Head of Geography will be accountable for pupil progress and development within Geography. This will include delivering an appropriately balanced, relevant and differentiated curriculum for all, which is exciting and far-reaching.

Key Responsibilities

Learning and Teaching

- Develop and implement the subject curriculum
- Teach an appropriate lesson load, as appropriate to skills and qualifications to the needs of the curriculum
- Encourage pupils to pursue Geography courses in post 16 places of study
- Assess and monitor pupil progress, taking action if intervention is required
- Organise and oversee a club and revision classes each term

School improvement and quality assurance

- Actively inspire and promote Geography throughout the school including supporting or leading Humanities based assemblies (usually twice yearly)
- Oversee internal assessments and ensure that examinations for Geography are set and administered professionally
- Undertake professional development as agreed with school leaders
- Be responsible for the development and upkeep of quality wall displays to promote a lively and stimulating environment

Pupil Support

- Work with individuals and small groups to deliver programmes to support learning, liaising with teachers and other staff as required
- Meet with parents as necessary

School ethos

- Create and maintain a positive environment which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.
- Contribute to the extra-curricular programme offering at least one club per term.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

Person Specification

Qualifications	Essential	Desirable
Teaching Qualification QTS/PGCE or NQT	Yes	
Relevant Degree related subject	Yes	
Current DBS (MHS will conduct DBS check)		Yes
First Aid certificate (EMFAW) or (FAAW)		Yes
Experience Skills & Knowledge	Essential	Desirable
Excellent classroom practitioner with excellent standards of behaviour	Yes	
Ability to teach Geography to GCSE with proven results	Yes	
Ability to teach another Humanities subject		Yes
Excellent interpersonal and communication skills (written/oral)	Yes	
Ability to command respect of students/parents/staff	Yes	
Ability to maintain and manage relationships with parents who have high expectations of the school	Yes	
Sound understanding of secondary curriculum	Yes	
Ability to maintain appropriate and supportive relationships with students and staff	Yes	
Experience of using technology to enhance learning	Yes	
A proven track record of successful teaching	Yes	
Ability to work and lead effectively as part of a team	Yes	
Understanding of current good practice in teaching and learning across different key stages	Yes	
Record of continuing professional development	Yes	
Planning and implementation of strategies which impact on outstanding pupil progress	Yes	
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	Yes	
Team player	Yes	
Excellent communicator at all levels	Yes	
Initiative and enthusiasm	Yes	
Hard working and resilient	Yes	

Evidence of sharing/contributing to the corporate school life	Yes	
Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	Yes	
Open-minded and receptive to new ideas, approaches and challenges with sense of humour	Yes	
Excellent organisational skills	Yes	
Competence in ICT	Yes	
High expectations of self and others	Yes	
Commitment to involvement in extra-curricular activities	Yes	



Application Process

Please submit your application form via the recruitment platform. Deadline for submission is Friday 1 October 2021. Interviews, week commencing 11 October 2021.

If you would like to write to the school, please contact us on:

Headteacher's PA
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN
ctunstall@manorhouseschool.org

If you have any further queries, please contact the Headteacher's PA via the email above
or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit
www.manorhouseschool.org

