



SEDBERGH
SCHOOL

FOUNDED 1525

Candidate Information Brochure

HEAD OF GEOLOGY

1ST SEPTEMBER 2018

FULL-TIME/PERMANENT



Introduction

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, it also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.



The Geology Department

It is hard to imagine a better place to teach Geology.

Adam Sedgwick was born in Dent, only 6 miles from the School and was educated at Sedbergh School before becoming the first Professor of Geology at Cambridge. The School sits on the boundary between the Lake District and Yorkshire Dales National Parks, in close proximity to outcrops of limestone, greywacke, slate and igneous intrusions. Graptolites and brachiopods are easily found and there is a local abundance of good exposures. The athletic, outdoor nature of the School, coupled with the time available through Boarding education means that fieldwork is both practical and welcome.

The Geology Department was created by the current incumbent and developed over the last twenty years. It is exceptionally well-resourced with examples of rocks, minerals and fossils gathered from all over the world. Alongside the usual range of textbooks, the Department holds a comprehensive collection of digital resources gathered into course-specific presentations.

The result is that Geology has been at the forefront of the School's academic provision for many years; Old Sedberghians are currently completing PhD's in the subject at Oxford and Cambridge, another is a University Admissions Tutor and about 25% of pupils progress to study the subject at University. The Good Schools' Guide credited the Department with being the best in the country on four occasions recently. Recent results have been as follows:

DATE	A*-A	A*-E
2013	3	20
2014	2	22
2015	2	9
2016	4	21
2017	5	30

There has been a 100% pass rate.

Curriculum

The Department has recently adopted the new OCR syllabus and the first cohort of candidates will sit exams in 2019. For many years the subject has attracted two sets of candidates in both the Lower and Upper Sixth (Years 12 and 13), about 50 pupils.

Geology is taught by one member of staff and although the Head of Geography worked in industrial geology and the Headmaster has a degree in the subject, the success of the Department lies in the hands of the appointee. It follows that the new incumbent will be well supported but must embrace the responsibility of running the Geology Department and teaching all aspects of the syllabus.

The School operates a two week timetable with lessons lasting for 55 minutes in the morning and 50 in the afternoon. There are three lessons on a Saturday morning.

Facilities

The Department is based in a well-appointed room with the most magnificent views of the Howgill Fells. A comprehensive stock of resources is housed in the classroom and nearby display cabinets.

Responsibilities of the Role

The successful applicant will be expected to teach Geology to Years 12 and 13. The following roles are expected:

- To support pupils by offering extra help to those who need it
- To manage the running of the Geology Department
- To fulfil the general roles and responsibilities of a Teacher at Sedbergh School

The role offers great opportunities for personal and professional development in a School that aspires to be the market leader in all areas of Boarding School life. A proactive attitude to INSET training is encouraged and supported by the School.



Person Specification

ESSENTIAL QUALIFICATIONS:

- Educated to Degree level or equivalent in Geology or a closely related subject

ESSENTIAL CHARACTERISTICS:

- Strong empathic and interpersonal skills coupled with a genuine interest in young people
- Excellent administrative and organisational abilities to run the Department
- A willingness to share your expertise with colleagues
- A flexible approach to blend between independence and a genuine desire to work in a team

DESIRABLE CHARACTERISTICS:

- Experience of teaching Geology in a School
- Strong independent motivation to succeed on behalf of, and with pupils
- Familiarity with Boarding education

Beyond Geology

The successful candidate would be expected to contribute to the pastoral life of the School, as a Resident or Non-Resident Tutor in one of the nine Boarding Houses.

There is also a strong expectation that the successful candidate will participate fully in the School's extensive extracurricular activity programme which embrace all talents. The School has a national reputation for Sports and because of our natural environment, candidates with Outdoor Education experience and qualifications would also be welcome.

In May 2017, the School was graded 'Excellent' in every category of provision by an ISI Inspection; pupils' personal awareness and the provision of extra-curricular opportunities were identified as a particular strength.

Salary & Accommodation

Sedbergh has its own salary scale. The salary of the successful candidate will reflect age and experience. School accommodation may be available.

Application and Appointment Process

All applicants must submit an application form giving the names of three referees. A supporting letter and CV will be welcome. Applications may be sent electronically or in hard copy to:

HR Department, The Bursary, Malim Lodge, Sedbergh School, Sedbergh, Cumbria, LA10 5RY
Email: hradmin@sedberghschool.org

Applications will be acknowledged by email.

The closing date for applications is 5.00pm on Wednesday 24 January 2018.

Interviews will take place on Wednesday 31 January; candidates will be required to arrive on the evening of Tuesday 30 January.

The interview process will include:

- Supper in a Boarding House and overnight stay with a Housemaster/Housemistress
- Assembly
- A tour of the school with pupils
- Lunch in a Boarding House
- Teaching, observed by a member of staff (details to be provided with interview information)
- Time in the Department (details to be provided with interview information)
- Interviews with the Headmaster and other Senior staff
- A compliance meeting with the HR Manager

The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.



Head of Geology

Responsible for: Management of (Geology) teaching in Senior School

Responsible to: Deputy Head (Academic)

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- Protect Children from abuse
- Be aware of the school's safeguarding procedures
- Know how to access and implement the required procedures
- Keep a sufficient record of any significant complaint, conversation or event
- Report any matters of concern to the Safeguarding officer
- Attend annual in-service training provided by the school

RESPONSIBILITIES

TASKS

Manage the department

- Ensure appropriate work is taught and set including during absence
- Participate in staff appraisal
- Provide information for the writing of references.
- Communicate and co-operate with other departments

Appointment and induction of staff

- Advise the Head on the appointment of any new staff
- Assist in the drafting of advertisements and job descriptions
- Support new staff prior to, and on arrival

Oversee setting and individual needs

- Where necessary, ensure that pupils are taught in appropriate groups
- Review, and advise colleagues as necessary, about special circumstances affecting pupils, such as dyslexia, physical disabilities, home background, et al
- Advise pupils at times of option choices and when help is needed for careers or universities

Stimulate a spirit of enquiry

- Keep up-to-date with subject curriculum development
- Foster by example a spirit of academic enquiry in the Department. Read and share books, articles, et al; undertake research; keep abreast of developments

Advise the school administration

- Liaise with the timetabler
- Advise on repercussions on the timetable of any changes in the departmental or examination requirements

Liaise with parents	• Oversee the writing of subject booklets and other aspects of communications from the Department
Keep appropriate records	• Keep clear records of all pupils, such as internal assessments (CAT scores) and examinations (entrance and scholarship exams) and external examination results.
Maximise the effectiveness of resources	• Ensure that rooms, furniture, equipment, wall displays, etc are maintained to a high standard and advise the Bursar of works required • Places orders for, and keep an inventory of equipment and resources • Ensure that resources are stored securely and equipment is safe to use • Determine, in conjunction with colleagues, departmental spending priorities • Oversee the issue and return of books et al to pupils. Charge for loss or damage • Liaise with the Librarian, ICT, EFL & Special Needs Departments about resources for the department in those areas
Examinations	• Ensure that internal examinations are set, marked, collated and evaluated • Ensure that pupils are entered for the correct external examinations and properly prepared for them • Distribute exam board information as appropriate • Be available to respond and advise on receipt of all external exam results • Advise colleagues and pupils about exam results, appropriate responses and strategies • Keep an ongoing overview and provide an annual review of exam performance to school management
Looking outwards	• Develop a knowledge of opportunities in Higher Education within your subject • Oversee extra-curricular activities and clubs • Co-ordinate pupils' visits, field courses, etc • Invite guest speakers into the school

Roles and Responsibility of all teaching staff at Sedbergh School

Sedbergh School is a boarding School which welcomes Day pupils. The nature of a Sedbergh education is that it is broad and encompasses the full range of human development; Academic, Physical, Aesthetic and Social.

It is a requirement that all teaching staff are directly involved in all areas of School life for four reasons:

1. Teaching staff are role models for the pupils. Pupils have to embrace a broad education and staff must model this behaviour;
2. Pupils live in School and are engaged with School life at all times, they respect staff who demonstrate a similar level of commitment to their own;
3. The School places a high value on teamwork. A shared commitment within the Common Room is essential to the working of the School;
4. The School is operational at all times during Term and staff must be flexible in order to respond to changes of circumstances including boarding arrangements.

The boarding nature of the School means that certain working practices take place which are not found in every School. These affect all teaching staff. Amongst these (but not excluding others) are the following:

1. Teaching on a Saturday morning throughout the year, followed by activities in the afternoon, social duties in the evening and on occasions, until late at night;
2. Teaching lessons or activities until 6pm on weekdays;
3. Administrative meetings which take place in the evening, often starting at 7.30pm after teaching has finished;
4. Provision of Clubs and Societies which may start at 9.00pm after Prep;
5. Activities on Sundays associated with House activities.

This level of commitment is common to major boarding Schools and the staff who work in them do so because they are attracted to the opportunities that such a high degree of vocational commitment conveys. The Common Room is a close community and social involvement within it is a further collegiate expectation and opportunity.

The Job Description that follows is common to all Teaching Staff.

Additional responsibilities do not diminish the commitment expressed in the following Description. Part-time roles or job-sharing may be considered where it meets the needs of the School on an individual basis at the time of application.





Teacher

CONTRIBUTE TO THE COLLEGIATE LIFE OF THE SCHOOL

Responsible for: Maintaining the School Ethos and Reputation of the School

Responsible to: Second Master

1. Maintain high standards of personal and professional conduct at all times and thereby act as a role model for pupils.
2. Uphold the School ethos and rules, taking due regard for professional standards and advice from senior staff.
3. Take responsibility for the behaviour of pupils.
4. Help colleagues who may experience difficulties in their role.
5. Take part in duties as may be reasonably directed by the School's management.
6. Contribute to the spiritual life of the School by attending Chapel and Assembly.
7. Attend staff meetings unless apologies are given and accepted.
8. Complete administrative tasks according to deadlines and with due regard for colleagues.
9. Communicate clearly and promptly with parents if requested to do so.
10. Be informed about, and adhere to Safeguarding regulations and policy.
11. Foster your own professional development by participating in appraisal.

TEACHING

Responsible for: Teaching Subject(s)

Responsible to: Head of Department

1. Be knowledgeable about the subject and its recent development.
2. Be knowledgeable about syllabus content and examination requirements.
3. Foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
4. Teach students how to 'think' rather than simply 'know'.
5. Teach in an effective manner taking account of the subject, examinations and pupils' needs.
6. Maintain an effective working atmosphere in class and a stimulating environment in the classroom.
7. Teach the strategies needed to pass exams.
8. Plan lessons to achieve these aims.
9. Set Prep and holiday work in an appropriate manner.
10. Mark accurately and constructively, keep records.
11. Ensure that pupils' efforts are properly rewarded.

CONTRIBUTE TO THE WORK OF THE DEPARTMENT

1. Contribute to departmental development and organisation as agreed with the HoD.
2. Share resources ideas and disseminate examples of good practice.
3. Act as an advocate of the Department and advise pupils about option choices at the appropriate times.
4. Provide written reports to contribute to School references.
5. Harbour School and departmental resources so they are used efficiently and stored securely.
6. Contribute to the setting, management, marking and administration of internal and external exams.
7. Contribute to external visits, field-courses etc. that are relevant to the subject.

ACADEMIC TUTORING

Responsible for: Tutoring pupils

Responsible to: Housemaster / Housemistress

1. Review pupils' academic effort and attainment every week and devise responses as may be required.
2. Co-ordinate additional work if required.

3. Support tutees' wider development by attending plays, concerts, matches, etc in which they appear.
4. Ensure tutees are informed about option choices, education and UCAS opportunities, drawing on colleagues for support and guidance as may be required.

BOARDING DUTIES

Responsible for: Welfare of Pupils in a Boarding House

Responsible to: Housemaster / Housemistress

1. Be informed about the House and pupils within it, including health, social and family matters.
2. Be familiar with the organisation and routines of the House.
3. Participate in House events and activities that may include (but not exclusively), music, drama, sports, outings.
4. Maintain a high level of involvement and visibility within the House through dining-in and presence at social events.
5. Take responsibility for the House as directed by the Housemaster/ Housemistress. This is likely to be at least one day per week and on occasional weekends.
6. Apply any School sanctions consistently and with due regard for natural justice.
7. Be informed about School and National policies with regard to Boarding Standards and adhere to those policies.

SPORT AND EXTRA-CURRICULAR ACTIVITIES

Responsible for: Coaching and teaching pupils

Responsible to: Director of Sport / Head of Girls Games / Senior Master/Mistress (Extra-Curricular)

1. Take responsibility for the coaching, teaching or development of:
 - a) Sports squads or Teams
 - b) Outdoor Pursuits groups
 - c) Voluntary Service activities
 - d) Musical productions
 - e) Drama productions
2. Organise and support Academic Societies and Clubs.
3. Organise and support extra-curricular visits and events.
4. Undertake all activities according to School and National Governing Body policies and guidelines.





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Sedbergh School is committed to safeguarding & protecting the welfare of children.
Applicants must be willing to undergo child protection screening appropriate to the post,
including checks with past employers and the Disclosure and Barring Service.

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