



HAMPSTEAD SCHOOL
Learning together Achieving together

SUBJECT LEADER OF GEOGRAPHY

Job Application Pack

Full time | Permanent | Autumn Term 2025



Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website www.hampsteadschool.org.uk. The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.

Dear applicant,

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.



The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.

When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

A handwritten signature in dark ink, appearing to read 'M. Sadler'.

Matthew Sadler
Head

The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with around 1300 students. The school, with an admission number of 210, is popular locally.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

We are proud of what we achieve, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.

More about this role

Geography at Hampstead is hugely popular. Students thrive on the inspiring, ambitious and coherent curriculum we offer, leading to high uptake and increasingly strong results at GCSE and A Level. The numbers continuing their study of geography at university continues to rise- something we are incredibly proud of.

As Subject Leader at Hampstead, you will get the opportunity to lead a collaborative, dynamic and innovative department. Our curriculum balances regional and systematic geography to ensure that we teach a diverse and powerful curriculum- delivered through the enquiry approach of fertile questions. You'll be leading a department that continually seeks to develop our curriculum and ourselves through evidence-informed practice, so that we can offer the best opportunities for our students.

As a team, we are committed to offering as many opportunities for students to experience geography beyond the classroom as possible. From the UK Polar Network Antarctic Flag competition to RGS lectures and river fieldwork trips, we work hard to ensure that we bring the subject to life for our students.

We seek a candidate who is passionate about Geography, reflective in their practice and with a strong commitment to ensuring achievement for every student. You will get the opportunity to develop as a middle leader, lead the continual development of our curriculum and offer students opportunities beyond the classroom.

Hampstead is both a supportive and exciting environment to work in, and we look forward to welcoming the right candidate who will contribute to the development of the Faculty in the future.

Safeguarding Children

The appointee has a responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with. As such, they must adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead (DSL) or Head.

Timeline of events for this post

Applications should be submitted no later than **9am on Monday 19th May 2025**.

Interviews will be held on **Week beginning Monday 19th May 2025**. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.



Job Profile: Subject Leader of Geography

Direct Reporting	Head of Social Sciences Faculty
Main Purpose	<p>To, under the reasonable direction of the Head, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>The teacher will be required to:</p> <ol style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the Conditions of Employment of School Teachers, the requirements of the National Curriculum, the School's aims and policies of the Governing Body. To monitor and support the overall progress and development of students To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment and to provide and monitor opportunities for personal and academic growth. To support colleagues in maintaining a high level of professionalism and contribute to a shared sense of purpose and positive emotional climate.
Faculty Standard	Duties and responsibilities
Culture	<ol style="list-style-type: none"> Assist the Head of Faculty to ensure the provision of a range of activities that complement the school's strategic objectives. To optimise standards of student attainment and achievement within the subject area and to monitor and support student progress To lead in the process of curriculum development and change to ensure continued relevance to the needs of students and the school's vision and strategic objectives. Assist the Head of Faculty in developing an extra-curricular programme within the department to ensure that it meets the needs of the school community and is in line with the school's vision Help create a culture where pupils experience a positive and enriching school life. Foster positive relationships across the school community and contribute to maintaining a safe, orderly and inclusive environment. To lead actively in creating a culture of high staff professionalism, including implementing the school policies and procedures.
Operational & Strategic Planning	<ol style="list-style-type: none"> To lead in the development of appropriate specifications, resources, schemes of learning, assessment and marking policies and teaching strategies in the department To lead the day-to-day management, control and operation of subject service delivery, including human and physical resources To lead the departmental Improvement plan and its implementation To plan and prepare lessons, courses and schemes of learning as required To have organisational awareness and so contribute to the school's planning To implement and monitor School Policies and Procedures To ensure that Health and Safety policies and practices are carried out in-line with specified requirements
Teaching	<ol style="list-style-type: none"> Teach students according to their learning needs, including the setting and marking of work. Ensure that ICT, Literacy, Numeracy are part of students' learning experiences. Ensure a high quality learning experience for students, which meets internal and external quality standards.



	<ul style="list-style-type: none"> d. Use a variety of delivery methods, which stimulate learning appropriate to student needs, learning styles and demands of the subject. e. Maintain high expectations in punctuality, behaviour and standards of work. f. Undertake assessment of students as requested by external examination bodies, faculty and school procedures.
Curriculum & Assessment	<ul style="list-style-type: none"> a. Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. b. To systematically track, monitor and follow up student progress c. Lead in setting targets, action plans, and detailed and structured reporting. d. Alert appropriate staff to challenges experienced by students, make recommendations and implement processes that may help resolve these.
Behaviour	<ul style="list-style-type: none"> a. Lead in high expectations of behaviour for pupils, built upon relationships and routines, which are understood clearly all. b. Ensure high standards of pupil behaviour in accordance with the school's behaviour policy in a consistent, fair and respectful manner. c. Model and teach the behaviour of a good citizen and hold your team accountable for doing the same.
SEND & EAL	<ul style="list-style-type: none"> a. Lead in maintaining ambitious expectations for all pupils with SEND and EAL that enable pupils to access the curriculum and learn effectively b. Fulfil statutory duties with regard to the SEND code of practice
Professional development	<ul style="list-style-type: none"> a. To take part in the school's staff development programme by participating in training and professional development. b. To take initiative and ownership for personal and professional development including subject knowledge and pedagogy and ensuring your team do the same. c. To actively and self-confidently lead your team in the Performance Management process. d. To work as a member of designated teams and contribute positively to effective working relationships within the school.
Organisational management	<ul style="list-style-type: none"> a. Communicate effectively with the parents of students as appropriate. b. Where appropriate, to communicate and co-operate with persons or bodies outside the school and in so doing promote the school's ethos. c. Follow school policies related to communications. d. To ensure the efficient and effective deployment of all department staff e. To make appropriate arrangements for staff absence including appropriate cover work f. To interview candidates and to ensure effective induction g. To inspire department members by personal example, promoting teamwork and intrinsic motivation h. To provide the Governing Body with relevant information relating to the department's performance and development
Pastoral Care & Welfare	<ul style="list-style-type: none"> a. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care. b. As a Form Tutor, promote the general progress and well-being of individual students and the Tutor Group as a whole c. Deliver Personal, Social, Health & Citizenship Education (PHSCE) in line with schemes of learning. d. Liaise with Pastoral Leaders and support with the implementation of the school's Pastoral System. e. Expect and encourage students' full attendance to all lessons and their full participation in school life. f. Communicate, where appropriate, with parents and external agencies concerned with the welfare of individual students.
Quality Assurance	<ul style="list-style-type: none"> a. To lead in implementing and adhering to school Quality Assurance procedures b. Lead in the the monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.



HAMPSTEAD SCHOOL
Learning together Achieving together

- | | |
|--|---|
| | <ul style="list-style-type: none">c. Implement modification and improvement as required.d. Transparently review methods of teaching and learning.e. To develop, enhance and monitor the teaching practice of others |
|--|---|

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required. Trade union representation will be welcomed in any such discussions.

Person Specification: Subject Leader of Geography

Hampstead School is committed to safeguarding & promoting the welfare of children & young people. All staff are expected to share this commitment

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	●	
	A commitment to an ambitious, inclusive, comprehensive education	●	
	High expectations and a relentless focus on improvement	●	
	A positive, proactive, creative, solutions-focused approach	●	
	A team player who recognises the importance of a collegiate ethos	●	
	Reflective, self-aware, and keen to listen and understand	●	
	A commitment to supporting wellbeing and work-life balance	●	
Experience	Evidence of sustained impact on outcomes for young people	●	
	Evidence of outstanding teaching practice	●	
	Experience of tracking student performance and staging interventions	●	
	Experience of tracking student behaviour and staging interventions	●	
	Experience of responding effectively to safeguarding situations		●
	Evidence of effective communication with parents	●	
	Experience of working with other organisations to improve outcomes		●
	Experience of leading a team of colleagues		●
Knowledge and skills	Knowledge of contemporary educational issues and policy	●	
	Knowledge of behaviour management and improvement strategies	●	
	Knowledge of trauma informed and restorative practice		●
	Ability to engage with, analyse and act on data	●	
	An efficient, organised worker with good ICT skills	●	
	Strong communication skills in verbal, written & presentational capacities	●	
	Knowledge of safeguarding protocols and KCSiE	●	
Diversity, Equity and Inclusion	Awareness of the diversity, equity and inclusion agenda	●	
	A commitment to furthering this agenda through subject leadership	●	
	Experience in leading strategies to promote DEI within school		●
Qualifications and work status	Excellent record of punctuality & attendance	●	
	An appropriate professional qualification (relevant degree, QTS)	●	
	Additional training relevant to leadership responsibilities		●

All candidates must have strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.



HAMPSTEAD SCHOOL
Learning together Achieving together

What Ofsted say about Hampstead School

Hampstead School welcomed Ofsted inspectors in April 2023. Hampstead School continues to be an 'Ofsted good' school, and we are very proud of the many positives highlighted in their report.

Curriculum

'Leaders have thought carefully about the design of the curriculum. They have made sure that this curriculum is ambitious and broad.'

SEND

'Pupils with SEND access the same ambitious curriculum as their peers, and they achieve well.'

Personal Development

'Leaders have thought carefully about the provision for pupils' wider development including for students in the sixth form.'

Relationships

'Staff feel valued and are proud to work in the school.'

Behaviour

'Leaders have high expectations of pupils' behaviour.'

Reading

'Leaders have made reading a priority.'



Transport

Our location, minutes from Cricklewood Station and only a short distance from Brondesbury, Kilburn and West Hampstead, means the Thameslink, London Overground and Jubilee Line offer staff the benefit of Inner-London weighting, but the flexibility of where they choose to live.

We recommend that candidates invited for interview travel to the school via public transport. If a candidate is invited for interview and requires parking for reasons such as mobility issues, we advise that the HR team are alerted about this requirement when interview attendance is confirmed.

Car parking at Hampstead School is limited. To ensure fairness, we operate a permit application process that allows contracted staff to apply for a parking space based on need. Outside of allocated permit spaces, there are some “first come, first served” spaces.

What can Hampstead School offer you?

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Staff only access to the school gym between 6:30 – 8:00 & 15:00 – 18:00
- Employee Assistance Programme
- Cycle to work scheme
- Eye test vouchers
- Annual flu jab
- Discretionary annual wellbeing allocation designed to aid employees with their mental health (e.g. to attend important personal events like nativity plays, social or sporting events, etc).