FROM THE HEADMASTER: PHILIP BRITTON
Telephone: 01204 840201 FAX: 01204 849477
E-mail: hm@boys.bolton.sch.uk

BOLTON SCHOOL
BOYS' DIVISION

TEACHER OF GEOGRAPHY

THE SCHOOL:

With 2,300 students on site, Bolton School is one of the largest independent day schools in the country. It is situated a mile or so from the town centre in a pleasant wooded campus, surrounded by 32 acres of playing fields. Two adjoining and similar buildings, now attached by a recently constructed, state of the art sixth form centre house the Boys' and Girls' Senior Schools, each under a separate Head and each providing a traditional academic education from the age of 11 years. There are also separate Junior Departments for boys and girls from the age of 7 and a coeducational Infant School and Nursery.

Entry to the Junior and Senior Schools is by competitive testing and interview. Interest in the School remains very strong and numbers have increased in the senior school in recent years. Bolton School selects on academic ability, with around three applications per place in the Boys' Division. Public examination results are excellent, and despite the increased competition for university places, a large number go to their first or second choice university. At GCSE, over 60% of results are grade A or A*. While the academic work of the two senior schools is largely separate, some joint working exists in the Sixth Form and there is considerable co-operation in extra-curricular activities. We seek to achieve the best of both worlds: mixed activity and single sex teaching.

The school, serving a wide area of the North West through over 20 coach routes, has for many years offered some form of fee assistance to a substantial proportion of its pupils. The school prides itself not only on its academic tradition, but on the immense range of other activities which are vigorously pursued both in and beyond the school day. The school has just completed its very ambitious plans for the development of new facilities and the refurbishment of existing buildings. A new Infant School and extended Boys' Junior school were opened in summer 2009 and a new Girls' Junior school opened in 2010. A newly built shared sixth form centre, the Riley Centre, was opened in the summer of 2013. Following this, attention is on our sports facilities.

The Headmaster is a member of the Headmasters' Conference and the School operates its own salary scale.

THE GEOGRAPHY DEPARTMENT:

The Geography Department consists of four full time specialist Geography teachers and two other full time members of staff who contribute to the teaching of the subject. There are specialist geography rooms which are well-equipped with PC access and modern audio-visual facilities including apple TV. The department has fostered links with local universities and the Manchester Geographical Association.

Geography has four periods per fortnightly cycle in Years 7 and 9 and three periods per fortnightly cycle in Year 8. The department runs a lunchtime club for lower school pupils which aims to facilitate their interest in the subject. It is a popular GCSE choice in Years 10 and 11, with almost three quarters of the cohort choosing Geography as an option. Boys study the AQA A specification, with an average of 60% of the boys achieving grades 7-9. There is field work in the schemes of work for each year group which takes place in a variety of environments. Every three years the department embarks on an international tour of Iceland during the October half term.

At A-Level, students follow the AQA Specification with an average of 85% A*- B grades. The department has consistently gained significant value added scores. Pupils are taught by Geography graduates, who are not only passionate about their subject, but are also experienced AQA examiners. Consistently the vast majority

of candidates score their best or equal best A-Level grade in geography and the department has enjoyed success in recent Oxbridge places attained. A significant proportion of A-level pupils will continue their studies in Geography or a related course at university level.

THE POST

We hope to appoint a well-qualified graduate in Geography who is able to add to and complement the strengths of the department. The position may suit a trainee teacher, a newly qualified member of the profession, or someone with more experience; in each case the successful candidate will be a strong classroom practitioner who is able to infuse others with a love for Geography. A willingness to contribute to the extra-curricular life of the School is essential, with all staff playing a part in this important aspect of the pupil experience.

APPLICATIONS:

We ask candidates to apply online for the position via the School's website at https://bit.ly/2EqVN6Q

The closing date is Monday 19th April 2021 at 12 noon. Interviews will take place on Monday 26th April 2021. A lesson will be taught as part of the interview process, details of which will be forwarded to those short-listed.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work. We look forward to receiving your application.



Philip Britton
MBE, MA, MEd, FInstP
Headmaster

JOB DESCRIPTION

TEACHER OF GEOGRAPHY

BOYS' DIVISION

MAIN PURPOSE OF JOB:

To teach Geography to GCSE, AS and A2 level. To support the school's aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school's Behaviour Policy.
- To participate in the school's pastoral system when required, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description and amplified in the Divisional Handbook.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies.
- To carry out any reasonable duties given by the Head.

Specific Professional Duties

1. Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum.
- To teach pupils, according to their educational needs, including the setting and marking of work.
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.

2. Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in subject(s) taught.

3. Working with others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.

- To supervise any person providing support within the classroom.

4. Communication with Parents

- To communicate and consult with parents via year group consultation evenings.
- To liaise with the Head of Department and the relevant Head of School when further communication is deemed necessary.

5. Staff Development

- To participate in the school's Professional Review arrangements.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Governors' Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION

TEACHER OF GEOGRAPHY

BOYS' DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Qualified Teacher Status.	D	Application Form
Degree in Geography or related subject.	E	Application Form
Upper Second Class Honours Degree from a respected University.	D	Application Form
Recent participation in a range of relevant in-service training.	D	Application Form
KNOWLEDGE/EXPERIENCE	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Classroom teaching experience within the senior age range, with excellent subject knowledge and classroom management skills.	E	Application Form & Interview & Reference
Experience of teaching Geography.	E	Application Form & Interview & Reference
Understanding of pupils' educational development from 11 -18 years.	D	Application Form & Interview
Experience of planning and implementing the curriculum and assessment, including cross-curricular aspects.	D	Application Form & Interview
Proven record for securing good public examination results.	D	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies range.	E	Application Form & Interview & Reference
Experience of school improvement strategies, including use of comparative data to set targets.	D	Application Form & Interview

An appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children.	E	Application Form & Interview & Reference
Application of ICT to teaching and learning.	E	Application Form & Interview
Experience of educational visits.	D	Application Form & Interview
Knowledge and/or experience of the application of a virtual learning environment (VLE) as an aid to teaching and learning.	D	Application Form & Interview
PERSONAL SKILLS AND ATTRIBUTES	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Good communication skills with the ability to communicate effectively across the Foundation.	E	Application Form & Interview & Reference
Inter-personal skills.	E	Application Form & Interview & Reference
Ability to prioritise time effectively and plan ahead.	E	Application Form & Interview & Reference
Confidence with an ability to motivate others, particularly pupils.	E	Application Form & Interview & Reference
Self-awareness and presence.	E	Application Form & Interview & Reference
Commitment, enthusiasm, integrity and reliability.	E	Application Form & Interview & Reference
Independent thinker, able to put arguments forward and debate an issue.	D	Application Form & Interview
Flexibility and a willingness to learn.	E	Application Form & Interview & Reference
Ability to work as a member of a team.	E	Application Form & Interview & Reference
Caring, kind and approachable, especially in relation to pupils.	E	Interview & Reference

Positive and optimistic.	E	Interview & Reference
Creative.	D	Application Form & Interview
Willingness to become involved in the wider life of the School.	E	Application Form & Interview & Reference

TERMS AND CONDITIONS

TEACHER OF GEOGRAPHY

BOYS' DIVISION

SALARY
The starting salary will be dependent on experience. Bolton School has its own salary scale.
HOURS OF WORK
During term time staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Head may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. All teachers will be expected to make a contribution to the extensive extra curricular programme.
HOLIDAY
All school holidays except as described above.
LINE MANAGEMENT
Head of Geography.
OTHER BENEFITS
▪ Where appropriate fee remission arrangements will be offered for children to attend the Senior School. Salary sacrifice arrangements are also available as appropriate. ▪ In line with school policy teachers will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. ▪ Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils. ▪ Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts. ▪ Lunches will be provided free of charge on campus. ▪ Training and Development Opportunities will be offered. ▪ Payment whilst absent will be in accordance with the current Teacher's Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order exists, (in the UK or Europe), along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview. The successful applicant will be required to complete a twelve month probationary period.