

Ivybridge Community College



Assistant Team Leader for Geography

Candidate Information



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Ivybridge Community College



December 2020

Rachel Hutchinson
Principal

Dear Candidate

**Teacher of Geography
(with Assistant Team Leader responsibilities)**

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.

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 support the leadership of 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 the Year 12 students have the opportunity to take part in a residential trip to Dorset and the 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: Permanent

Assistant Team Leader in Geography

Accountable to: Associate Leader

Salary: MPS/UPS + TLR2A (£2872)



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 post holder will provide support and assistance to the Head of Geography in leading the department.

Under the direction of the Head of Department for Geography, the Assistant Team Leader will be responsible for ensuring the continued delivery of outstanding Teaching and Learning across the subject area with a potential focus on A Level Geography.

The Assistant Team Leader post holder will challenge and support all colleagues within the Geography Department to do their best and enable students to achieve their potential by:

- Inspiring trust and confidence
- Building team commitment
- Engaging and motivating
- Encouraging analytical thinking
- Taking positive action to improve the quality of teaching

Key Responsibilities

- Deputise for the Head of Geography, if appropriate, in their absence.
- Assist in the assessment of the performance and professional development needs of members of your team, within the context of the College's Appraisal Policy.
- Assist in making and implementing appropriate plans based on an annual evaluation of Teaching and Learning in your curriculum/student performance/cross curricular area.
- Assist in the effective management of the budget, resources, equipment and rooms of your curriculum/student/cross curricular area.

Other specific tasks include

- Assist in providing professional leadership ensuring that the College meets its statutory and non-statutory duties for all aspects of Geography and promote the subject to all our stakeholders.
- To lead and enhance Teaching and Learning under the direction of the Head of Geography.
- To be responsible for leading and developing a Key Stage.
- Fieldwork, to further develop programmes of fieldwork at all Key Stages throughout the department.
- Continued review and development of the curriculum, resources, fieldwork, Schemes of Work, Teaching and Learning approaches, assessment recording and reporting in line with the secondary strategy.
- Organise moderations, data analysis and undertake quality assurance of standards of Teaching and Learning.
- Coordinate/develop resources.
- Cascade information and develop staff in effective use of teaching resources.
- Support the analysis of examination results and determine how these should impact upon future teaching.
- Supporting the Head of Department in the following areas:
 - Examination preparation, coursework
 - Resources and equipment
 - Teaching rooms and displays
 - Departmental meetings, minutes
 - Departmental CPD
 - ICT
 - Appraisal – involvement in the College appraisal framework in Geography.
- Assist in Performance Management in the Geography Department by effectively managing and developing colleagues under the direction of the Head of Department.
- Effective mentoring to colleagues within the Geography Department.
- Deliver appropriate staff training opportunities.

Observe all College policies/procedures/working practices/regulations and in particular to comply with the College's Equality and Diversity Policy, Health and Safety Policy, Financial Regulations, Safeguarding Policy and the Code of Conduct.

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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