



B E R K H A M S T E D

— 1541 —

JOB DESCRIPTION

Post: Teacher of Geography

Reporting to Head of Geography

A well-qualified and enthusiastic teacher of Geography is required for September 2021 to teach pupils across the Senior School (Years 7-13). This position would suit a PGCE, NQT or someone in the early stages of their career as well as a more experienced teacher.

The Department extends over two senior school campuses, Castle and Kings, which are separated by an eight-minute walk. Pupils in Years 7-11 are taught in single-sex groups up to GCSE: boys are taught at Castle and girls at Kings. The Sixth Form is co-educational, and classes may be on either campus. The Department has seven dedicated classrooms and a department office, as well as an office for the Head of Department.

Currently we offer all pupils in Years 7-8 a bespoke course centred on current global issues. All courses are substantially resourced through shared department OneNote teaching and learning materials. At IGCSE we offer the Edexcel syllabus. Again, shared teaching and learning resources have been created for each topic, and over 100 students a year opt for this course, with 95% gaining 9-6 grades in 2020. The subject is held in high regard by both pupils and parents. Since September 2019, the Department has embarked on teaching the Cambridge International Examination A level course. Healthy numbers post-16 mean we have three sets in each of Y12 and Y13 and each year group has between 30-40 students studying the subject. Over last 3 years almost 40% of students have gone onto study Geography at university, with over 80% of all Geography leavers gaining at least A*/B.

The Department has an active trips programme which it is seeking to expand and adapt to meet the needs of new specifications. Currently, a variety of trips for various key stages are run; including a Copenhagen trip for A-level students, an alternating Morocco/Norway trip for IGCSE as well as field work residential experience at a UK field study centre. Members of the department are expected to participate in the trip programme. A-level students are also supported by the Department's Geographical Association programme which hosts two external speakers a year at the School.

The Department staff are all equipped with Microsoft Surface pros and are developing their use alongside the school's major investment in technology for all pupils. We make full use of value-added data for benchmarking and are always looking for ways to improve our teaching and learning through mutual observation, work scrutiny and sharing good practice at regular meetings. Our approach is thus academic, and teachers are encouraged to take initiatives within the programmes of study and schemes of work to promote good learning and effective participation. Teachers at Berkhamsted are also tutors within one of our schools where they make an important contribution to the pastoral wellbeing of our pupils, alongside their Head of House, the chaplaincy and well-being teams.

We seek a highly reflective individual who continually makes improvements to their teaching and can maintain the high quality of education provided by the department. They should either be ready to play a full role in the teaching of A-level Geography or be keen to develop this aspect of their teaching. The successful candidate will be expected to teach at all levels up to Oxbridge entrance.

With both single-sex and co-educational teaching across the School, Berkhamsted offers excellent opportunities for professional development. This exciting post would suit an NQT seeking accreditation or someone wishing to complete a PGCE course, as well as providing opportunities for a more experienced teacher. It is expected that all members of the teaching staff will be able to contribute fully to the life of the School through participation in the pastoral and extra-curricular activities programmes, which are an integral part of a teacher's role in an independent school community. The salary will be commensurate with the qualifications and experience of the successful candidate and above national scales. Accommodation may be available and will be part of the package for a PGCE student.

Summary of Terms and Conditions of Employment

- i) Employer**
The post holder will be employed by the Berkhamsted Schools Group
- ii) Place of Employment**
The post will be based at Berkhamsted School
- iii) Salary**
To be discussed at interview
- iv) Pension Scheme**
Teachers' Pension
- v) Notice Period**
1 Term
- vi) Probation period**
1 academic year

Application and Recruitment Process

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full, together with a supporting CV. CVs by themselves will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Where appropriate the successful applicant will be required to undertake vetting from the Disclosure and Barring Service (DBS) for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer "not applicable" if your duties have not brought you into contact with children or young persons.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two references (if these have not already been received) satisfactory to the School
- verification of identity and qualifications
- a satisfactory DBS Disclosure
- verification of professional status
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- having the right to work in the UK
- satisfactory (to the School) completion of the probationary period.

Where a candidate is:

- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police.