



CHRIST'S COLLEGE
FINCHLEY



Recruitment Pack Head of Geography

ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for teaching will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of motivating and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high performing workforce and staff talent which is evident by the low levels of staff absence and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical health wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous – from job satisfaction and career development to professional and lifestyle benefits.

CAREER, HEALTH AND WEALTH BENEFITS

- New members of staff can expect a thorough induction programme.
- You will receive a personal career and training plan.
- A dedicated member of staff will act as a mentor and will assist with identifying training needs and development opportunities.
- Pensions contributions.
- Access to Teaching Alliances which offer networking and mentoring opportunities.
- Enhanced parental leave.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An annual flu vaccination clinic.

LIFESTYLE AND CULTURE BENEFITS

- A life-enhancing wellbeing programme through the Schools Advisory Service (SAS): staff (and their immediate families) have access to GP appointments, counselling, some operations, physiotherapy, weight loss courses and menopause support.
- A designated Staff Welfare Team and an enthusiastic Staff Wellbeing Committee arrange team building and rewarding activities for staff including free staff social events throughout the year: summer barbeques and sports activities in the summer and Christmas socials in the winter.
- Free access to the onsite school fitness suite.
- Inset days with a strong focus on wellbeing.

Tradition | Aspiration | Success

“Pupils value the great level of care that the staff provide. They say that they experience an environment which develops their character, interests and passions.”

Ofsted 2020



“The Leaders have constructed a curriculum that provides pupils with strong foundations.”

Ofsted 2020

An exciting opportunity has opened to join the well established and successful department at Christ's College Finchley...

The postholder is expected to provide professional leadership and management of the Geography team, to support and develop the team and to hold team members accountable for student progress. To manage, lead and develop the curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

POST TITLE:	Head of Geography
DEPARTMENT:	Geography
SALARY/GRADE:	MPS + TLR (Outer London)
RESPONSIBLE FOR:	Secure high standards of attainment and achievement, develop and lead staff
RESPONSIBLE TO:	Senior Leadership Team, Governing Body
LIAISING WITH:	The Headteacher, Senior Leadership Team, Heads Of Department, All Relevant Staff, With Whole School Responsibilities, Non-teaching Support Staff and Parents.

JOB DESCRIPTION

The postholder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Child Protection Officer.

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be carried from time to time at the discretion of the school in consultation with the postholder.

EXTRA-CURRICULAR ACTIVITIES

This job description may be amended by the Headteacher, in collaboration with the postholder, to reflect changes in what is required of our school and what is needed by our pupils.

KEY OBJECTIVES/ACCOUNTABILITIES:

The postholder will share, with other members of the Computer Science department the following responsibilities.

General Responsibilities:

Work with other relevant teachers and support staff to;

- Monitor and evaluate assessment data across the school/subject to identify trends in pupil performance and issues for development.
- Define intervention strategies to address issues for development that are identified.

- Monitor the objectives and targets for pupils with SEN, EAL or G+T needs and promote the importance of raising their achievement.
- Evaluate and report on the effectiveness of intervention strategies used to address identified issues.
- Identify quantifiable and challenging pupil progress objectives with teachers within their performance management objectives.
- Support teachers in planning appropriate strategies to achieve pupil progress target levels and objectives
- Ensure that agreed pupil progress target levels within the school/subject are usually achieved or exceeded.
- Encourage pupils' motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations.
- Monitor the objectives and targets for pupils with SEN, EAL or G+T needs and promote the importance of raising their achievement.

Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes; Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere; providing regular formative feedback on how pupils can improve and monitor how they respond to this.
- Participate in arrangements for preparing pupils for external examinations. Adapt lesson planning to ensure good progress for all groups of students in classes taught.

Lead and Develop

- Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis. Lead on the professional development of staff in your department.
- Demonstrate the capacity to manage the department budget and resources efficiently and securing good value for all expenditure
- Carry out annual review and evaluation process and produce an annual Department Improvement Plan.
- Take initial responsibility for the pastoral care and welfare of staff in the department.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school;
- Carry out your duties as a Form Tutor in line with school policies to support the wider development of students and to support staff.
- Work under the direction of Learning Managers to support behaviour and learning policies and fulfil expectations of Form Tutors.

PROFESSIONAL BEHAVIOUR

- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and to provide a welcoming environment for visitors and telephone callers.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and or a member of the Senior Leadership Team.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.
- To support Christ's College Finchley's aims and to understand and carry out its policies.
- Participate in training courses as required.
- Understand and comply with the school's Equal Opportunities Policy.

PERSON SPECIFICATION

Experience

- Qualified Teacher Status
- Degree Level Qualification + secondary PGCE or QTS for the secondary phase
- High academic achievement
- Successful experience in middle leadership in the secondary sector

Specific Skills and Knowledge

- Experience of planning and teaching the UK secondary curriculum
- Knowledge of recent initiatives and issues in education
- Experience of teaching to a high standard
- The ability to promote good progress and outcomes by pupils
- The ability to manage behaviours effectively to ensure a good and safe learning environment
- The ability to demonstrate good subject and curriculum knowledge

Personal Attributes

- Excellent interpersonal skills
- Ability to maintain strict confidentiality
- Efficient and meticulous in organisation
- Willingness to work to our team ethos within the department and across the school
- Able to work flexibly, adopt a hands on approach and respond to unplanned situations
- Commitment to the highest standards of child protection and safeguarding

FURTHER INFORMATION

Compulsory declaration of any convictions, cautions or reprimands, warnings or bindovers

It is the School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

References

Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance

Privacy Notice for Job Applicants

This can be found on the Academy website on the Recruitment page.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

Tradition | Aspiration | Success

Academic Success

The Academy achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 290 in the country in The Times' Parent Power Best Schools list (2023). Nearly 40% of all GCSE grades were 7-9 (A-A) this summer. 67% of A levels were graded at A*-B.*





CHRIST'S COLLEGE FINCHLEY

Christ's College Finchley

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