

The
3-18
Education
Trust

Applicant Information Pack

Head of Geography



Respect – Resilience – Success



Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of a sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

For further information about The Thomas Adams School, please visit our website
<https://thomasadams.net/>.

You can also find out the latest news via our social media pages:



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://bowbrookprimary.co.uk/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

Faculty Information

The Geography department

Ethos:

The Thomas Adams School Geography department is enthusiastic and forward-thinking. Our aim is to enable all students to have a better understanding of the world around us. This is achieved by promoting enjoyment in the subject amongst students of all abilities and across Key Stages. Lessons are aided by the use of a varied and stimulating range of teaching and learning strategies.

The Department:

The department currently consists of two full time Geographers including the subject leader. There are two Geography rooms on the lower School site (Lowe Hill) and another Geography room on the College site (Noble Street). Both sites have Geography office space and storage areas along with interactive touch boards in all classrooms. The department is an active member of the Geographical Association, attending lectures, the annual conference and participating in the annual Worldwide Quiz, of which we are past winners.

Curriculum:

Key Stage 3: Geography is taught in mixed ability form groups (seven-form entry) in Year 7, though groups are set based upon ability alongside History and RE in Years 8 and 9. Schemes are based on the National Curriculum covering topics such as Rivers, Asia, Tectonics, Development and Resources.

Key Stage 4: Geography is a popular option subject with around a third of the GCSE cohort opting for it. We follow the AQA Specification which incorporates the optional topics of Coasts, Rivers, Hot Deserts and Water Resource Management. The department also marks for this exam board. The GCSE course is well resourced though we encourage the use of a wide as range of resources as possible. Our results are in line with the National Average.

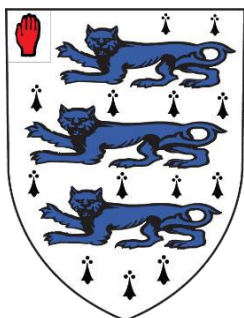
Key Stage 5: A Level attracts around 15 students each year and we follow the Edexcel Pearson syllabus including the Regenerating Places and Coastal Landscapes options in Year 12. In Year 13 we offer the Migration, Identity and Sovereignty option. We have good links with an ex-chief examiner and we also mark for the exam board. Our results are above the National Average and often, a number of the cohort continue with the subject at university.

Fieldwork:

As a department we have a strong commitment to field work and believe that this is integral to the success and popularity of the subject. We run a range of visits for students, including day trips to Birmingham and Carding Mill Valley at GCSE and to Aberystwyth at A Level. We also undertake a residential field visit to North Yorkshire to help facilitate students NEA at A Level. Departmental staff also run the annual ski-trip to Austria and the 5-day outdoor education visit to Arthog in mid-Wales.

Oliver Stokes
Subject Leader

Job Description



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Title of Post	Head of Geography
Post Status	1.0 FTE, Permanent
Salary/TLR/ Allowance	MPS/UPS with TLR2D £7,368
Reporting to	Deputy Headteacher

Main Purpose

- To lead and manage the day-to-day delivery as well as the future development of the Geography curriculum at The Thomas Adams School.
- To provide a supportive environment in which teachers are able to deliver inspiring, creative lessons that motivate students to excel in Geography and achieve in line with or beyond expectations based on prior attainment.
- To ensure the very highest standards of attainment in Geography by:
 - Providing an inspiring curriculum delivered in a stimulating and engaging manner;
 - Ensuring the highest quality of learning and teaching;
 - Embracing the use of new technology and;
 - Employing highly effective assessment procedures consistently across the department to inform future learning.

This job description is additional to the duties outlined in the latest School Teachers' Pay and Conditions Document in accordance with the school's policies and under the direction of the Headteacher. A summary of the key accountabilities is included below.

Leading and Managing

In line with whole school policy and supported by the Deputy Head for Curriculum, the Subject Leader of Geography will:

- Develop and communicate a clear vision for establishing a positive culture and identity for Geography.
- Provide a clear direction and purpose by developing policy and influencing practice.
- Facilitate and encourage leadership opportunities for members of the Geography team in line with the whole school development of distributed leadership.
- Ensure that clear and consistent expectations are established across Geography in terms of:
 - The standards of behaviour following school policy
 - The attitude towards learning
 - Attendance and punctuality

- Standards of achievement (attainment and progress)
- Assessment (summative and formative)
- Use of new technology
- Evaluate the effectiveness of Geography and identify areas for development that feed into the departmental development plans.
- Involve and motivate staff including other relevant professionals.
- Lead departmental meetings and that they are accurately recorded and actions are identified.
- Identify the CPD needs of the Geography team and where necessary provide support in order to address needs identified through self-evaluation and to ensure that the vision for Geography is realised.
- In managing the day-to-day delivery of the department, the Subject Leader for Geography will:
 - Monitor the work of the Geography team, identify strengths and support weaknesses.
 - Lead in the implementation of Risk Assessments along with Health and Safety procedures and policies.
 - Act as Team Leader for nominated members of the Geography team and complete relevant PM documentation/observations/reviews.
- Ensure that there is a consistent and effective record keeping in terms of:
 - Attainment and progress tracking
 - Behaviour
 - Assessment data
 - Quality of learning and teaching
- Monitor the progress of groups of students and identify those likely to underachieve in Geography.
- Ensure that there are clear policies in place to provide consistency and support the Geography team in their day-to-day work, including risk assessments.
- Ensure the efficient and effective deployment of capitation.
- Ensure there is effective communication between school and home in terms of the progress of students in Geography, to celebrate success and tackle underachievement.
- Monitor intervention strategies so that parents are kept informed, positive partnerships are maintained and parents are supportive of the work of the Geography team.
- Ensure that relevant records are kept and that any relevant documentation is completed to ensure that statutory requirements are met.
- Liaise with the Exams Officer to ensure students are accurately entered for public examinations.
- Evaluate the work of Geography in line with the calendared evaluation cycle and complete the required documentation.
- Develop an annual development plan that reflects school priorities and key areas for development in Geography.
- Ensure that the Geography area is a safe, tidy and stimulating place to learn through managing resources and ensuring displays are refreshed regularly.
- Gather and analyse the views of learners and other stakeholders, when appropriate, as part of the curriculum area's self-evaluation process.
- Delegate, as appropriate, aspects of the role to other members of the departmental team.
- Attend Subject Leaders' meetings and play an active role in the development of the school.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • An honours degree or equivalent in Geography or a related subject • Good A Level grades • Qualified Teacher Status • Commitment to personal/professional development 	<ul style="list-style-type: none"> • Evidence of CPD • Higher level or postgraduate qualification • Minibus licence • First aid certificate
Experience	<ul style="list-style-type: none"> • Be or have the potential to be an outstanding classroom practitioner • Monitoring standards – acknowledge excellence and challenge poor performance • Setting and achieving ambitious goals and challenging targets • An up to date knowledge of ICT and its use within the classroom • A proven track record of ensuring high attainment and progress scores with students • An outstanding form tutor • Successful engagement in trainee teacher target setting or performance management process • Ability to organise and run fieldwork • To have taught across the ability range at KS3, 4 and 5 	<ul style="list-style-type: none"> • Experience of, and sensitive to, the needs of teaching students with all ranges of needs and abilities • Participation in whole school initiatives • Experience of successfully running extra-curricular activities
Skills & Knowledge	<ul style="list-style-type: none"> • Good communication skills • Excellent role model for staff and students • Ability to interpret and analyse class data to track and monitor student performance • The ability to build positive relationships with colleagues, students and parents 	<ul style="list-style-type: none"> • Ability to generate ideas and drive initiatives

Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and passionate about Geography • Sets high standards for themselves and their students including health and safety • Is able to motivate and encourage students of all abilities • Is able to work collaboratively as part of a team • Is able to organise and meet deadlines • Is able to work under pressure • Has ambition • Has the capacity to evaluate their own performance and strive for excellence • Ability to research, disseminate and deliver innovative approaches to teaching and learning 	
Special Conditions	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to equality of opportunity • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

What We Offer

In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contributions)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

Application & Appointment Process

Full details of the post can be found in the Applicant Information Pack available on the school website <https://www.thomasadams.net/vacancies/>

Please send completed applications to bjh@thomasadams.net

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: 12.00 noon Monday 24 April 2023

Interviews will take place shortly afterwards

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://www.thomasadams.net/key-information/>.