

## HANDCROSS PARK



A BRIGHTON COLLEGE SCHOOL

**Post:** Head of Geography/Teacher of Geography (Maternity Cover)

**Responsible to:** Deputy Head Academic

**Start date:** January 2024

### Overview:

**As Handcross Park is part of the Brighton College Family of Schools, it allows teachers opportunities to collaborate and work with staff within the group.**

### Job purpose:

- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils across the School.
- To instigate and develop an innovative approach to Geography that will stimulate all pupils in the School to achieve their full potential.
- To ensure the delivery of high quality provision in all curricular and extra-curricular activities.
- To plan, implement and monitor schemes of work, to provide a broad range of opportunities for pupil.
- To prepare selected pupils for Scholarship Examinations for their senior schools.
- To work within the Geography Department budgets, liaising with the Bursar and Headmaster.
- To celebrate pupils' work through effective displays throughout the department and around the school and regularly update displays/exhibitions.
- To maintain high levels of communication with parents.
- To ensure that the statutory requirements of the Common Entrance and Common Academic Scholarship Curriculum are met and that pupils are prepared for these examinations.

### Key Responsibilities:

- To assess the performance of pupils and record their development, progress and attainment, using this to plan for future learning.

- To teach Geography in the Middle and Upper School as required. Our top students work to GCSE and AS level.
- To implement school policies and practices
- To set tasks for whole class, individual and group work, (including homework) which set appropriate and challenging expectations for pupils' learning, motivation and presentation of work
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge.
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available.
- To assess, record and report on the development, progress and attainment of pupils.
- To be responsible for a Form Tutor group.
- To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To contribute to the rich and varied extra-curricular programme.
- To establish a safe environment that supports learning and where pupils feel secure and confident.
- To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To attend parent consultation evenings.
- To attend and support whole-school functions, including occasional weekend events.
- To promote and safeguard the welfare of children and young people.
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times.
- To cover for absent colleagues.
- To comply with, and adhere to, agreed whole school policies and the ethos of the school.
- To be involved in day and residential trips.
- To carry out other duties that may reasonably be required by the Headmaster.

### **Promoting Safeguarding and welfare of children and young persons**

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- 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 an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## **Person Specification:**

### **Knowledge and Experience**

- A good honours degree in a relevant subject
- A teaching qualification together with Qualified Teacher Status (QTS)
- NQT applications will be considered
- Experience of teaching to a high standard in the independent or maintained sector
- Applicants who have the capacity to offer an additional subject and/or Games would be desirable
- Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, young people.

### **Personal Qualities**

- A genuine interest in the personal development of young people
- Commitment to excellent provision for all children
- Enthusiasm with a positive outlook
- A commitment to comprehensive and inclusive education
- The ability to work independently and collaboratively as a member of a team
- Creative in problem solving together with a willingness to take on or try new approaches and ideas
- A positive attitude towards professional development and their own learning
- Reliability and integrity and gravitas
- Outstanding organisation skills
- Approachability
- A good sense of humour

### **Skills and Abilities**

- Able to use a range of teaching and learning strategies
- Strong written and verbal communication skills
- Able to motivate others
- Able to manage effectively
- Good under pressure
- High level of IT skills

### **Other Duties and Responsibilities**

- To share any specific areas of expertise which would be beneficial towards the running or development of the school.
- To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents' evenings, Open Days and INSET days as required by the Headmaster.
- To carry out such other duties as are reasonably assigned by the Headmaster.

## **Applications**

A brief letter of application, a completed and signed application form, should be addressed to the Headmaster, Jonnie Besley, as soon as possible.

**CLOSING DATE: Monday 02 October at 12 noon 2023**

**INTERVIEWS W/B: Monday 09 October 2023**

The Senior Deputy Head, Edward Johnson, would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted at the School on 01444 400526 or on email – [ejohnson@handxpark.com](mailto:ejohnson@handxpark.com)

Details of the post and application forms are available on the school web site – [www.handcrossparkschool.co.uk](http://www.handcrossparkschool.co.uk) or for a word version of the application form from [HR@handxpark.com](mailto:HR@handxpark.com) : Telephone: 01444 400526.

### **Other:**

- Competitive salary
- Handcross Park is currently a member of the Teachers' Pension Scheme.
- Forward thinking, professional staff body.
- Continued professional development.
- Lunch is provided, and Supper if evening duties are required.
- Stunning rural work setting.
- Accommodation may be available.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may vary from time to time, which does not change the general character of the job or the level of responsibility.

### **About the School**

Handcross Park is one of the top co-educational, day and boarding Prep Schools in the UK. We were named PREP SCHOOL OF THE YEAR at the prestigious Independent Schools of the Year Awards 2019 and we were awarded BEST PREP FOR INNOVATION (2020), BEST PREP FOR PASTORAL CARE (2021) and BEST PREP FOR BOARDING (2022) by The Week Independent Schools Guide. We have around 400 pupils aged 2 - 13.

We are part of the Brighton College Family of Schools and about 30% of our Year 8 pupils move onto Brighton College each year. Year 8 pupils also secure scholarships and places to a wide variety of leading independent senior schools, both locally and throughout the country. At Handcross Park, we want children to enjoy childhood for as long as possible, but we also want them to develop and

progress within a stimulating environment that offers many opportunities both inside and outside the classroom. We are a school that has been described as purposeful, ambitious, forward-thinking and, most importantly, kind. Our motto is Be Trewe, and if children are happy then they flourish, reach their full potential and carry a love of learning with them for the rest of their lives.

We are a Google Reference School, which enables us to apply all the latest technology, including the use of Chromebooks and other ICT tools, to enhance the learning experience of our pupils. We are also keen to ensure that all our pupils are 'future ready', and we incorporate a robust leadership programme within the curriculum that focuses on the skills of collaboration, communication, creativity, problem solving and teamwork. Although we are predominantly a day school, with no Saturday school, we have a thriving, warm and vibrant boarding community, where we offer full, weekly and flexi boarding. This option also gives excellent preparation for those pupils who may go on to boarding at their senior school.

Handcross Park School

Handcross, Haywards Heath, West Sussex, RH17 6HF.

Tel: 01444 400526 Fax: 01444 400527

Handcross Park is committed to safeguarding and promoting the welfare of pupils. The successful applicant will be required to undergo appropriate child welfare screening including checks with former employers and the Disclosure & Barring Service (DBS).

The School is an equal opportunities employer. Registered Charity No. 307038