



# Lady Margaret School

Acting Head of Geography

Application Pack





## Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Acting Head of Geography at Lady Margaret School.

Founded 100 years ago, the school has a proud and successful heritage in educating girls. Following our centenary year, we are also looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint an Acting Head of Geography to be part of shaping that future, to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2018 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage and to help lead it into the next exciting chapter in its history.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson  
Headteacher





## Acting Head of Geography

Maternity cover—1 year fixed-term contract from April 2019

Inner London Teachers' Scale & TLR 2C (£6,646)

Lady Margaret School is a comprehensive Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community. It was founded in 1917 and became an Academy in September 2012. The school is extremely successful and over-subscribed. Staff, students and parents work together to develop each individual student within a culture of high expectations and respect. We aim to empower students to achieve high aspirations for themselves within a culture of hard work and respect for everybody.

Our exam results reflect the hard work of our staff and students. In 2018, 88% of girls attained GCSE English and Maths at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2018 69% of grades were A\*-B. Students at LMS have a very good record of securing offers from top universities.

Following our centenary year, we look forward to building on this success. We are looking for a talented and enthusiastic professional to lead our Geography Department from April 2018 for a fixed term of 12 months. The successful candidate will be a well-qualified and experienced Teacher of Geography who is ready to take on a key leadership role, or an existing Head of Department who is seeking a new challenge.

As a member of our staff community you will have the chance to work with a strong staff team to build on the current successes of the school as we move forward into the next stage of our development.

Closing date for applications: Tuesday 15th January 2019, midday

Interviews will be held on: Friday 18th January 2019

For further information about this position, and an application form, please refer to our website ([www.ladymargaret.lbhf.sch.uk](http://www.ladymargaret.lbhf.sch.uk)), contact Mrs Wendy Gainham by email ([recruitment@ladymargaret.lbhf.sch.uk](mailto:recruitment@ladymargaret.lbhf.sch.uk)) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.



## Geography at Lady Margaret School

The core aim of the Geography Department at Lady Margaret School is to help our students make sense of 21st Century issues. We seek to engage students across the key stages regarding environmental responsibility, global interdependence, sustainability, economic development and many more.

The Geography Department numbers two teaching staff. There is a collaborative approach which promotes consistency yet allows for individual creativity. There are dedicated teaching rooms, all of which have Interactive Whiteboards. The department is well resourced in terms of textbooks, common schemes of work and resources.

During Year 7, 8 and 9 students are taught in form groups and have 3 lessons of Geography every 2 weeks. At Key Stage 3 students follow a three year course of study, focused on where places are, how places and landscapes are formed, how people and their environment interact, and how a diverse range of economies, societies and environments are interconnected. It builds on pupils' own experiences to investigate places at all scales, from the personal to the global. Independent fieldwork is integrated within Year 7, 8 and 9. More details of the programme of study may be found on the school website.

The department currently delivers the Examination Board Edexcel – specification A at GCSE. Students study a range of topics including urbanisation, coasts, rivers and development. This specification also includes physical and human fieldwork investigations. At A level, all candidates will study the two year Edexcel specification. This involves studying topics such as tectonics, globalisation, regeneration, coasts and human rights. The A level syllabus also involves completing an independent fieldwork investigation.

The Department are members of the Royal Geographical Society and the Geographical Association, which offers pupils a wide variety of activities: lectures on current topics of interest, geographical journals, gap year opportunities and study days.

Recent successes in this department include:

1. Recently achieved 100% A\*-C at A level and 88% 9-4 at GCSE.
2. 12 students in the current A level cohort wish to pursue Geography. In previous years we have had students accept places at Edinburgh and St Andrews.
3. Large cohort of students GCSE and A level as subject becomes increasingly popular.

The Department are members of the Royal Geographical Society and the Geographical Association, which offers pupils a wide variety of activities: lectures on current topics of interest, geographical journals, gap year opportunities and study days.



## Job Description — Acting Head of Geography

**Job Title:** Acting Head of Geography Studies

**Reports to:** Member of SLT

**Overall Responsibility:** Delivering the highest quality learning experiences to pupils learning Geography

**Start date:** 01 April 2019

**Salary:** Main Scale—Upper Scale, dependent on experience & TLR 2C £6,646 (Inner London)

**Disclosure level:** Enhanced

**Roles included:** Head of Department, Form Tutor

### Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced criminal record and background check

### Aim and Main Purpose of the Job:

To actively support the school's ethos and vision and to:-

- Ensure that standards of pupil attainment and achievement in Geography are sustained and developed so that all girls make expected or more than expected progress.
- Be accountable for pupil progress and development within Geography and hold staff to account for this.
- Develop the teaching practice of staff within the department.
- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying Geography.
- Be accountable for the leadership, management and development of Geography across Key Stages.
- Effectively manage and deploy teaching and support staff, financial and physical resources within the Geography Department to support the curriculum.
- To minimise the performance gap for vulnerable students, eg those in receipt of Pupil Premium.

### Main Duties and Accountabilities:

#### Strategic Planning:

1. To meet with SLT to establish how the work of the Geography Department will support the development of the school.
2. To devise an annual DDP and implement strategies within the Department in support of the School's Development Plan (SDP).
3. To implement strategies to ensure the efficient running of the Department, in support of school policies and procedures.
4. To liaise with SLT and other HODs to maximise the Geography Department's contribution to positive progress and performance.





## Job Description— Acting Head of Geography cont'd

### **Quality Assurance:**

1. Establish a process of setting targets with staff within the department and to work towards their achievement.
2. Establish consistent standards of practice within the department
3. Contribute to lesson observations and give developmental feedback to teachers.
4. Implement school procedures on quality assurance and ensure these are following by members of the department.
5. Monitor and evaluate standards and progress in teaching and learning within the department, in order to sustain high standards of achievement and provide job satisfaction for colleagues.
6. Monitor and evaluate the quality of marking and feedback in the department.
7. Support and challenge colleagues who are performing below expectations.
8. Ensure that the department's internal monitoring procedures are in line with the school's SEF and SDP.

### **Information Management:**

1. Evaluate performance data provided.
2. Complete the Department Self-Evaluation Form to set targets based on data.
3. Produce reports on examination performance—including value added data.
4. Plan how to address, monitor and evaluate identified areas for development.

### **Pastoral System:**

1. Monitor and support the overall progress of pupils within the department.
2. Ensure the School's behaviour policy is implemented to support excellent learning and outcomes.

### **Curriculum Provision and Development:**

1. Liaise with SLT to ensure delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements the SDP.
2. Organise department meetings so that professional dialogues can be achieved, information disseminated and good practice shared.
3. Monitor and respond to curriculum development and initiatives at national and local level.
4. Organise departmental CPD so that all colleagues can be engaged in relevant and meaningful activities in support of their own teaching, the development of schemes of work and the implementation of key school learning strategies.
5. Maintain department teaching resources.



## Job Description— Acting Head of Geography cont'd

### Staffing:

1. To support the professional development of department staff, providing feedback for them in such a way that supports their progress against performance management objectives.
2. Ensure staff development needs are identified and that appropriate programmes are designed to meet their needs.
3. Have responsibility for appropriate and effective deployment of teaching staff.
4. Make appropriate arrangements for classes when staff are unexpectedly absent, liaising with the Cover Supervisor/relevant staff to arrange adequate cover.
5. Participate in interview processes when required and ensure effective induction of new staff in line with school procedures.
6. To ensure appropriate support, guidance and advice is provided for NQTs and student teachers within the department.

### Notes

1. All the responsibilities outlined in this job description are subject to the general duties and responsibilities contained in the statement on conditions of employment under the Teachers' Pay and Conditions Act 1987.
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's published time budget policy and have regard to Clause 4 (1F) of the teacher's conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Staff are required to wear business dress and to be professionally presented.
5. Candidates must be in sympathy with the aims and objectives of a Church of England school and its ethos. (See prospectus for guidelines). Members of staff must support the church ethos of the school, including taking part in religious education and acts of worship.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.



## Person Specification— Acting Head of Geography

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified to at least degree level</li><li>• Qualified to teach in the UK</li><li>• Qualified to work in the UK</li><li>• QTS or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Further professional qualifications</li><li>• Experience of teaching A Level in this subject</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities.</li><li>• Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes.</li><li>• Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.</li><li>• Experience of haing designed, implemented and evaluated effective, imaginative and stimulating schemes of work.</li></ul>	<ul style="list-style-type: none"><li>• Experience of having worked successfully in at least one school in an urban, multicultural setting, teaching pupils from backgrounds of socio-economic disadvantage.</li><li>• Experience of having led and managed a high-performing team, ideally, but not necessarily, in an educational context.</li><li>• Successful experience of working particularly with high ability and SEND pupils.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Thorough knowledge of the requirements of the subject.</li><li>• An understanding of the ways children learn and how individual needs may be assessed and met.</li><li>• Good knowledge of current educational developments and initiatives relating to the subject and their implications.</li><li>• An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies.</li></ul>	<ul style="list-style-type: none"><li>• Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.</li></ul>





## Person Specification— Acting Head of Geography cont'd

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.</li><li>• The ability to develop positive relationships with all young people</li><li>• Well-developed planning &amp; organising skills including time management, prioritisation, delegation and administration.</li><li>• Ability to plan, monitor, evaluate, review and lead by example.</li><li>• Sound judgement and problem solving skills.</li></ul>	<ul style="list-style-type: none"><li>• An ability to use data confidently to inform planning.</li><li>• Competent user of ICT</li></ul>
<b>Motivation</b>	<ul style="list-style-type: none"><li>• Willing to support LMS school ethos as a Church of England school</li><li>• Willing to be fully engaged in the whole life of the school including extra-curricular activities.</li><li>• Willing to be a form tutor.</li><li>• Committed to working collaboratively with colleagues.</li><li>• A commitment to the safeguarding and welfare of all pupils.</li></ul>	<ul style="list-style-type: none"><li>• Experience of leading successful extra-curricular activities which engage, inspire and motivate learners.</li></ul>