APPLICATION PACK

HEAD OF GEOGRAPHY

required for:
1st January 2021

Closing date for applications: 8am Monday 12th October 2020

Headteacher: Nicola Bull

Wyvern St Edmund’s Learning Campus
Church Road, Laverstock, Salisbury,
Wiltshire,
SP1 1RD
Tel: 01722 328565

Wyvern St Edmund’s are part of Magna Learning Partnership
Dear Prospective Applicant

Head of Geography

Thank you for your interest in applying for this post. We require an outstanding Head of Geography (with a good sense of humour), to lead our Geography department at the Wyvern St Edmund’s Learning Campus from 4th January 2021. The successful candidate will join an outward-facing, passionate and supportive team in an innovative environment where two schools (one boys’ and one girls’) have co-located to share facilities and teachers to create a large mixed setting.

This position is:

- This is a permanent, full time post
- Required for 1st January 2021
- **Closing date for applications: 8am Monday 12th October 2020. Interviews will be held the week commencing 12th October.**
- A TLR 2B, currently an annual amount of £4,879, will be available for Head of Department responsibilities
- Competitive salary and Recruitment/Retention bonuses available for an outstanding candidate

This is an exciting opportunity to join two happy and successful schools with outstanding achievement and delightful students who embrace learning opportunities and respond well to challenge. We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team of teachers and leaders who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

We are currently basking in the success of record exam results at both schools in August 2019 and are seeking to move into the top 5% of schools nationally for progress in the near future. We are committed to staff well-being and demonstrate that through our behaviour management and written feedback policies and by offering a few perks; the reduced corporate gym membership and the Wiltshire Rewards cashback programme are very popular. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

**Wyvern St Edmund’s Learning Campus**

In May 2018, I was asked to take over the Headship of Wyvern College (in addition to my role as Headteacher at St Edmund’s) with the aim of ‘co-locating’ the two schools and creating one ‘learning campus’. Both schools are academies and are situated next door to each other in an outstanding location on the outskirts of Salisbury, with a beautiful backdrop of the Laverstock Downs and acres of playing fields. Both schools currently have a ‘Good’ OFSTED rating.

Whilst we haven’t legally merged the schools, departments are mostly located together and lead by a single head of department, and one senior leadership team work across the whole learning campus. It is an innovative and rare project but we believe that by working together we can offer an even better education to both boys and girls, resulting in higher attainment and progress for all students. Single-sex teaching has remained in most classes and tutor groups but where we believe there is educational benefit for students, some classes are mixed.
New staff joining the school can be assured of a warm, supportive environment along with robust professional challenge and a strong sense of shared vision and ethos: our aim is that every student becomes the best possible version of themselves that they can be. We are very proud of our caring Christian ethos that runs through every aspect of school life.

St Edmund’s Girls’ School and Wyvern College are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks. References will be sought on shortlisted candidates before interview.

How to Apply

Please take time to look at the information about St Edmund’s School and Wyvern College, which is on our websites. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact Rachel Ure, Operations Manager (rure@wyvernsteds.org; 01722 328565).

Please email your application to Rachel, remembering to include three documents:

- Application Form (can be found at http://st-edmunds.eu/admissions-recruitment/staff-recruitment/)
- Equality & Diversity Form
- Letter of Application (no more than 2 sides of A4 paper) in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post. Please try to include information in this letter that helps us get to know you as well as your professional skills.

Disclosure & Barring Service

Wyvern St Edmund’s are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment. Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Equality

Wyvern St Edmund’s will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

We look forward to receiving your application.

Yours sincerely

Nicola Bull – Headteacher
JOB DESCRIPTION: HEAD OF DEPARTMENT: GEOGRAPHY

Job Purpose

The Head of Department in Geography will contribute to the overall success of the school and be active in promoting its aims, supporting an ethos that promotes achievement and high standards.

Responsible to: Relevant member of Senior Leadership Team

Overall Responsibility

• lead and develop all aspects of the Geography department;
• monitor the quality of education provided to students by teachers in the department and support teachers to develop their pedagogy in their subject specialisms;
• provide high quality leadership of a subject team as appropriate to enable them to fulfil their responsibilities to deliver a high quality curriculum and lessons so that students make or exceed the progress expected of them.

1. Strategic Development
• Be a model of high professional standards in all aspects of school life and to lead by example.
• Ensure the creation and implementation of the subject area improvement plan based upon self-evaluation.

2. Teaching and learning
• Establish creative, responsive and effective approaches to learning and teaching in your subject area to meet and support the aims of the school.
• Monitor the quality of teaching based on evidence, self-evaluation and development, ensuring a consistent and continuous focus on achievement and aspiration.
• Ensure that support is provided for any other teachers where this is needed to ensure (name of subject) lessons are consistently good;
• Ensure the implementation of the school’s assessment procedures, ensuring all students have constant feedback and targets in their learning so they make at least expected progress, but preferably are challenged to make beyond expected progress;
• Demonstrate and articulate consistently high expectations of pedagogy and classroom practice to provide challenge and improvement, using data and benchmarks to monitor progress in every student’s learning and to focus teaching;
• Maintain an organised and effective learning environment in the classroom and shared areas.

3. Curricular and Extra-Curricular Development
• Develop Schemes of Learning to ensure the delivery of high quality lessons;
• Devise and implement appropriate interventions for students both within lessons and extracurricular to ensure all students make good progress with the support of the senior leadership team;
• Monitor, review and develop the curriculum offer to ensure an appropriate, comprehensive, high quality and cost-effective curriculum that complements the school’s strategic objectives;
• Keep up to date and current with developments in your subject area and in teaching practice and methodology.

4. Quality Assurance
• Implement school monitoring procedures and ensure adherence to those within your subject area;
• Be able to use a range of evidence/data to support, monitor, evaluate and improve performance;
• Contribute to the school improvement teams;
• Produce reports as required within the school self-evaluation systems.

5. Accountability
• Carry out appraisal procedures for any designated subject team members, in accordance with the school’s appraisal policy;
• Take responsibility for your own professional development in discussion with your line manager;
• Ensure that parents and students are well informed about student attainment and progress;
• Ensure the consistent implementation of school policies and procedures throughout the subject area.

6. Staff
• Be an outstanding role model for all colleagues, displaying high aspirations for, and expectations of, all students and colleagues;
• Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school’s safeguarding policies;
• Comply with the school’s Health & Safety policy and statutory requirements in Health & Safety at Work;
• Ensure Equality of Opportunity in all areas of the school;
• Promote the school’s ethos;
• Undertake any duties not detailed above, but commensurate with the level of the post, as may reasonably be required by the Headteacher.

This job description will be reviewed annually as part of our Appraisal process and may be subject to amendment or modification at any time after consultation with the post holder. It is not comprehensive but sets out the main expectations of the school.
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<td>Qualified Teacher Status</td>
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<td>Experience</td>
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<td>An outstanding classroom practitioner</td>
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<td>Knowledge and understanding of the National Curriculum for Geography</td>
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<td>Professional Skills</td>
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<td>A genuine interest in young people</td>
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