

Head of Geography (part-time 0.7 to 0.9 fte)

Job Description

1. Accountability

- Be accountable for the teaching of Geography across the school from Year 1 to Year 8
- Reporting to the Director of Studies and Headmaster

2. Planning and Schemes of Work

- Maintain and update a scheme of work which covers long, medium and short-term planning.
- Ensure the scheme of work is followed by all teachers who teach Geography.
- Promote cross-curricular links in co-ordination with other subject HoDs and teachers in Pre-Prep.
- Submit an annual development plan for review and discussion.

3. Resources

- Guide, organise and oversee the effective use of appropriate resources.
- Submit an annual budget bid.
- Responsible for the departmental budget and ordering of resources.

4. Teaching and Learning

- To be a model practitioner in the classroom.
- Monitor the teaching and learning of pupils studying the subject area.
- Ensure pupils are prepared appropriately for internal, Bridge and Scholarship exams.
- Ensure the needs of different learning styles are met through the promotion of different teaching techniques.
- Ensure that the curriculum is appropriately differentiated to meet the needs of SEND, gifted children and Academic Scholars through liaison with the SENDCo and Director of Studies.
- Provide appropriate support to and opportunities for those children for whom English is not their first language and liaise with the Head of EAL accordingly.
- Monitor and develop opportunities for creative teaching and learning across Year 1 to Year 8.
- Engage with technology to enhance the learning experience for the children.

5. Staff Development

- Keep abreast of professional development opportunities, attending courses and encouraging others within the department to do so too.
- Provide opportunities for feedback from courses attended by department staff.
- Attend or host local curriculum meetings.
- Prepare and maintain a departmental handbook.
- Lead the induction and mentoring of new teachers to the subject.
- Keep abreast of educational research and developments within your subject area and ensure that teachers and leaders are briefed accordingly.

6. Administration

- Organise formal and informal meetings with other teachers of Geography across the school ensuring that minutes, if taken, are sent to the Director of Studies.

7. Assessment

- Ensure that assessment and record keeping guidelines are followed by the department.
- Arrange curriculum and revision guides for pupils.
- Arrange appropriate formal assessments and exams and coordinate examination marking.
- Keep up to date with ISEB and National Curriculum guidelines, as well as alternative structures put in place within the sector.
- Provide assessment data for tracking purposes.

8. Communication

- Ensure good liaison through the school to allow for a clear progression of skills in the teaching of the subject from Year 1 to Year 8, i.e. liaising with the Head of Pre-Prep, Head of Juniors and subject leaders.
- Communicate departmental policies and initiatives with parents and colleagues.
- Liaise with Heads of Geography, or equivalent, at senior schools as appropriate, especially the Head of Geography at Eastbourne College.
- Liaise with the Marketing Office to provide appropriate information for the bulletin and website to promote the subject and provide curriculum information.
- Liaise with the Director of Studies and Deputy Head over timetabling and setting.
- Provide curriculum statements for academic reports.
- Be responsible for the promotion of the subject across the school.
- Act as an accessible point of reference on matters arising relating to Geography.

9. Enrichment

- Consider further opportunities to promote the subject through events, trips, visitors and competitions.

10. Attainment & Progress

- Monitor and evaluate pupil progress in consultation with teachers of Geography and the Director of Studies.
- Lead the celebration of children's achievements in the subject.
- Provide the children with opportunities to achieve in a variety of ways.

11. Person specification

- Be suitably qualified.
- Have experience of teaching Geography to pre-prep age pupils.
- Be able to command respect from the children, parents and peers.
- Be able to enthuse and motivate children of all ages and be devoted to their well-being and education.

- Have a sense of humour.
- Be a good organiser.
- Be experienced in using IT in administration and manipulating data.
- Desirable to have an interest in supporting the school's boarding offering
- Is committed to the values of St Andrew's Prep and independent education.
- Understands and espouses child protection practice and is committed to safeguarding and promoting the welfare of children.

12.Safeguarding Duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the Charity's Safeguarding and Child Protection Policy Statement and staff code of conduct.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children at St Andrew's Prep School, referred to as The School, s/he must report any concerns to the school's Designated Safeguarding Lead or, if he/she is The School's DSL, to the Headmaster and relevant agencies

13.Salary and Conditions

The School has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

All appointments are made subject to satisfactory references, pre-employment medical, an enhanced DBS check and any other pre-employment checks deemed necessary by the School.

14.How to Apply

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

Please provide two or three referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head, or a line manager's reference countersigned by the head).

- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of St. Andrew's Prep or Eastbourne College.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.

For further information please contact hr@eastbourne-college.co.uk

Closing Date: All applications must be received by noon on **Friday 20 September 2024**.

15. Safeguarding Statement and Equal Opportunities Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to appropriate child protection screening, including checks with past employers and the DBS

All post holders will be engaging in regulated activity.

All posts are exempt from the Rehabilitation of Offenders Act 1974 and the Charity 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.

St Andrew's Prep welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.

St Andrew's Prep is a non-smoking establishment.

September 2024