

NORLINGTON SCHOOL AND 6th FORM



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21C GEOGRAPHY DEPARTMENT JOB DESCRIPTION AND PERSON SPECIFICATION



WISDOM IS STRENGTH

The Exceptional
Education Trust
Norlington School and
6th Form

The Exceptional Education Trust believes long term sustainable success happens when there is;

- Clear **purpose** to action built around the pursuit of excellence
- Appropriate **autonomy**, is delegated to school leaders in a framework of accountability and challenge
- A focus on developing, capturing and **mastering** skills and expertise is a core activity

Central to the ethos within the Trust is that ownership and accountability for success must rest at point of action. In every Academy within the Trust you will see school leaders as Educational Entrepreneurs – developing, modelling and delivering practice in their schools that can change the educational experience at a local, national and internally level as part of their continuing pursuit of excellence.

The Exceptional Education Trust remains committed to ensuring each partner school within the Trust is;

- a local school with their own identity
- work with other schools within the trust to share best practice
- able to create economies of scale as part of the trust to ensure sustainable outstanding performance.

The Exceptional Education Trust Vision and Aims

Our Vision

To be recognised as a world class leader in education, ensuring every child is ready to take up the challenges and realise the opportunities of the 21st century.

Our Aims

Our vision will be realised through the delivery of five key aims articulated as commitments to the local community:

1. To develop outstanding leaders across the school

We are committed to developing outstanding leaders through the establishment of a centre of excellence, ensuring all students have the skills required to develop into young people who are ready to take up the challenges and realise the opportunities of the 21st century and impact positively on every aspect of society, whether locally, nationally or internationally.

2. To guide our students to achieve exceptional academic performance across all subjects

We are committed to developing every student's skills and knowledge, ensuring exceptional academic performance for all and enabling students to access the most ambitious career paths and gain access to the best universities nationally and internationally

3. To provide an Outstanding Learning Experience for every student.

We are committed to providing each student with a high quality personalised learning experience through exceptional teaching and an outstanding curriculum. 'Every Child, All the Time' drives our belief that every child is able to achieve the extraordinary relative to their own personal abilities.

'Every Child, All the Time' is an approach to student progress where every day, in every lesson, every student will be receiving the best possible learning experiences. It recognises the need to respond to students' emotional needs as well as learning needs throughout their educational journey, appreciating that these needs are different for every child and can change at different stages of this journey.

4. To ensure every student has access to high quality Enrichment activities

We are committed to ensuring every student has access to exceptional enrichment experiences and activities including high quality coaching so they aspire to participate, compete and succeed at a local, national and international level.

5. To be the School of Choice for the local community

We are committed to providing a school that:

- meets the needs of every child.
- develops citizens committed to British Values of democracy, tolerance, respect and the rule of law.
- is a safe, happy and caring learning environment where students want to be.

Continuous Professional Development

At Norlington we have a dedicated Teaching & Learning development team. We value your professional development; this has been recognised by **Investors in People** who awarded us the **Gold Standard**.

As part of your Professional Development, Norlington is committed to ensuring you receive the best training available. Within the school 6-week cycle structure we adopt a **3, 2, 1** format for staff development, this consists of:

3 – Friday training sessions from 2.15-3.15pm on an alternate Friday.

2 – Department meetings where the training can be implemented and embedded

1 – Twilight session.

The sessions combine statutory requirements with bespoke sessions tailored to the needs of Norlington students as well as national and local trends. Training takes on a variety of formats and is focused on 'Every Child All the Time Learning' with students always experiencing good/outstanding teaching in order to achieve outstanding outcomes.

The creative design of the curriculum also manages energies within the school. On a Friday where there is not training, staff are free to use this time as best it suits them.

The school facilitates programmes that are recognised by the National College, these include the Improving Teacher Programme and the Outstanding Teacher Programme. The school has supported staff to complete the 'National Professional Qualification in Senior Leadership' (NPQSL) and the 'National Qualification in Middle Leadership' (NPQML) in partnership with the Institute of Education (IOE).

As well as offering opportunities to receive specialist external CPD we have developed our own Teaching & Learning packages which are now being shared with schools both locally and across the country. Where appropriate there are opportunities for staff to be involved in delivery of sessions and programmes.

All new staff, regardless of scale, receive an extensive induction programme on arrival at Norlington. In addition, the school has a range of internal packages to promote the on-going support of staff. Where there is a specific need individual support programmes will be put in place.

Key Benefits of working at Norlington School and 6th Form

Two week October half-term

- The school is closed during the Autumn term break for two weeks for Teaching staff and Support staff working term-time only.

Early Friday Finish

- On alternate Fridays' staff finish at 1.45 pm and on the other Friday staff receive dedicated Continuous Professional Development.

Cycle to Work Vouchers

The Trust offers Cycle vouchers as part of a salary sacrifice scheme. In summary you sacrifice an amount of your salary in exchange for vouchers (more details of how the scheme operates can be found in the staff Induction Booklet). This has a Tax and National Insurance deduction to you. More information on how to join the scheme and an online calculator can be found on the below link:

<https://sodexoengage.com/contact-us/>

Key Worker looking for secure, suitably priced housing?

Lettings Waltham Forest has launched a new service to provide decent and secure accommodation to Key Workers.

- Zero fees for tenants
- Priority access to quality accommodation
- Deposits secured in Deposit Protection Scheme
- For further information, please visit <http://lettingswalthamforest.co.uk>

Employee Assistance Programme (EAP) from Workplace Options

- Workplace Options provide staff with a range of services, all of which are free to all staff. Staff can contact Workplace Options on the telephone and online; and counselling is offered on the telephone or in a face-to-face setting, in locations close to your work or your home. Information can be provided over the phone and you will also be able to access information and support online. Please visit <http://www.workplaceoptions.co.uk/> for more information on this employee service.

Pensions

- Teaching staff – you are eligible to join the Teachers' Pension scheme (please visit <https://www.teacherspensions.co.uk/> for further information on the scheme).

Fitness

- There is an onsite Gym and staff are eligible to use this out of work time.

Health & Safety

- We aim to ensure a safe working environment for all. We monitor the implementation of our Health and Safety policy and provide training and guidance. The online Health & Safety courses that staff undertake are accredited.

Smoke Free Working Environment

- The school has a No Smoking policy.

Eye Test

- All staff are eligible to reimbursement of a yearly eye test along with up to £50 towards glasses used for the workplace.

Midmorning Refreshments

- 11.10 midmorning refreshments of Tea/Coffee and Toast are provided in the staffroom for all staff.

Car Parking

- £200 Parking Permit school assistance is payable to staff who are driving to work as this is a controlled parking area. For eligibility, please ask HR.

2IC Geography Department

**Pay Scale: Main Professional Scale/ Upper Pay scale + TLR2a
(dependent on experience)**

London Weighting: Outer

Start: September 2026

Norlington School and 6th Form is a small 11-16 boys' school with a mixed 6th Form. Over the past 10 years the school has transformed itself into one of the highest performing schools in the country and has been recognised by the Minister for State Schools on three separate occasions for student achievement. Over the past 4 years the school has grown in size to 162 students per cohort and remains oversubscribed.

Norlington was judged to be a 'good school' by Ofsted in November 2023;

Throughout the school, including in the sixth form, pupils are welcoming and respectful,'

'Across the school, pupils achieve highly.'

'Pupils behave well in lessons and around the school. They rise to the high expectations set by staff'

Staff are well supported with their well-being and workload. They are proud to be part of the school community.'

'.... staff, pupils and parents and carers said that they felt that they belong to the 'Norlington family.'

The school has an excellent CPD programme and is committed to developing all staff, as we continue to provide all our students with outstanding learning experiences. This includes three staff training afternoons, two department meetings and one twilight training session every 6 weeks. Lessons finish for students at 1:40 pm on a Friday.

Geography department

The Geography department is looking to recruit a suitably ambitious Geography teacher, who can teach across KS3 and KS4 to join us on our journey to becoming an outstanding department. Teaching KS5 is desirable. Our Geography Department is high performing, friendly and supportive. Within the department, there is a collaborative approach to teaching and learning, where expertise and good practice is shared to ensure high quality teaching and learning.

For September 2026, our 2IC Geography will be:

- An innovative teacher to lead a key area of the Geography Department
- High expectations of students in terms of learning, achievement and behaviour
- Enthusiasm for developing innovative approaches to learning, teaching and student participation
- The learner at the centre of their vision
- The ability to inspire, challenge, motivate and empower our students to achieve
- Excellent knowledge of the Geography National curriculum at KS3 and KS4.

Whether you are currently in a leadership role or looking to make the next step-up in your career, this post is an excellent opportunity for someone to really make their mark and become part of our committed team at Norlington School and 6th Form.

Posts will be subject to a Prohibition check for all roles involved with the management of pupils. Norlington School and 6th Form is committed to safeguarding and protecting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS Disclosure.

A recruitment pack and application form is available on the TES jobs website, school's website: www.norlington.net , Our school/Vacancies link. Please email completed application forms rmeiring@norlington.school.

Closing date: Tuesday, 5th May (9am)
Interviews scheduled for: The same week

Post: 2IC Geography Department

Salary Scale: Main Professional Scale/ Upper Pay scale + TLR2a

Start Date: September 2026

Reports to: Head of Department, Principal

Key External Contacts

- Parents

Key Internal Contacts

- Senior Leadership Team
- Head of Department
- English Department
- Heads of Year
- SENCo and Inclusion Department

- The Examinations Officer

1 Major Tasks, Duties and Responsibilities

A) Main Duties

- Leadership of a key area in the French department
- Supporting the Head of department in delivering outstanding learning opportunities for students across the department
- Teach as required at all levels to whole classes in the subject area
- Maintain records of achievement and progress of all students in accordance with the statutory requirements and the school policy
- Contribute to the departments bank of resources and assist in the production of materials which considers pupils of all abilities and levels
- Contribute to the drawing up, evaluation and reviewing of schemes of work in relation to the teaching throughout the school
- Plan and evaluate work in accordance with school policy

B) Key Accountabilities

- Academic outcomes of areas of responsibilities
- Overview and management of curriculum in identified areas of responsibility
- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils having regard to the curriculum of the school
- Promoting the general progress and well being of individual pupils and of any class assigned to him/her
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside of school
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Participating in arrangements made for the appraisal of his/her performance and that of other teachers
- Reviewing methods of teaching and programmes of work
- Participating in arrangements for his/her further training and professional development as a teacher
- Advising and co-operating with the Principal, managers and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements
- Maintaining good order and discipline among the students and safeguarding their health and safety when they are authorized to be on the

school premises, and when they are engaged in authorised school activities elsewhere

- Participating in meetings at the school which relate to the school curriculum for the school or the administration or organization of the school including pastoral arrangements
- Supervising and so far, as practicable teaching any student whose teacher is not available to teach them, provided that no teacher shall be required to provide such cover longer than national and local arrangements for cover stipulate
- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations, recording and reporting such assessments, and participating in arrangements for students' presentation for and supervision during such examinations
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organization and pastoral functions of the school
- Participating in administrative and organizational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- To perform in accordance with any directions which may reasonably be given to him/her by the Principal from time to time, such particular duties as may reasonably be assigned to him/her

2 Other requirements:

- ***Promote and ensuring the health and safety and good behaviour of pupils at all times.***

Disclosure and Barring Service This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Trust, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at www.norlington.net

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Post: 2IC French Department

Scale: Main Professional Scale/ Upper Pay scale +TLR2a

Responsible to: Head of Department

Hours worked: Full-time

Responsible for:

Essential/Desirable/Test/ S = short listing criteria

| 1.0 | EXPERIENCE: | Essential | Desirable |
|------------|--|-----------|-----------|
| 1.1 | Relevant qualifications for post | X(s) | |
| 1.2 | Relevant teaching experience across the whole age and ability range in the secondary sector | X | |
| 2.0 | Knowledge, Skills and Aptitudes | | |
| 2.1 | Appropriate IT skills | X (s) | |
| 2.2 | An understanding of how student performance data can be managed in order to bring about improvements in standards | X (s) | |
| 2.3 | The ability to monitor and evaluate performance in own classes with a view to identify the need for change | X (s) | |
| 3.0 | Personal and professional characteristics | | |
| 3.1 | A strong commitment to raise standards for all students | X | |
| 3.2 | Good relationship with students and adults | X | |
| 3.3 | Awareness of Equal Opportunities issues | X | |
| 3.4 | Have high expectations of themselves and others within the school community | X | |
| 3.5 | Be proactive and self-motivating | X | |
| 3.6 | Desire to participate fully in school life | X (s) | |
| 3.7 | Smart appearance | X | |
| 3.8 | A readiness to innovate | X | |
| 3.9 | Enthusiasm and a positive outlook | X | |
| 3.10 | A proven commitment to developing their own professional learning | X | |
| 3.12 | A commitment to developing other's professional learning | | X |
| 3.13 | The ability to operate effectively both as a team leader and team member | X | |
| 3.14 | Good attendance and punctuality | X | |
| 3.15 | A commitment to safeguarding and promoting welfare of children and young adults | X | |
| 4.0 | EQUAL OPPORTUNITIES | | |
| 4.1 | Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Norlington School | X | |

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