Parklands High School

Geography Curriculum Leader - Application Pack











"Pupils' welfare continues to be at the heart of the school's work" (Ofsted July 2018)

January 2023

Dear candidate,

May I take this opportunity to introduce you to Parklands High School, an oversubscribed, successful, supportive and high achieving academy with 1111 students on roll. The school plays an active role in teacher training and in collaborating with other schools. It is also one of only 8 schools in the country to have been awarded the SSAT Leading Edge Framework For Exceptional Education in recognition of its innovative work in Transforming Learning Behaviours.

At Parklands we aim to deliver an outstanding and exceptional educational experience to our student community. We are proud of our reputation as a forward-thinking school which invests in the latest teaching and learning technologies and resources. Combined with an extensive network of pastoral support, we foster leadership skills and develop the attributes, personal qualities and social skills that will be essential to our students as they become adults in an ever-changing world. Indeed, in 2018, Ofsted commented "*Students usually behave thoughtfully in school and the respect that they have for people's differences is strong*".

The core values of Learn, Respect, Aspire and Achieve underpin the Parklands' ethos and we believe that everyone, both students and staff, should strive to be the best that they can be. No matter what changes are ahead in terms of national policy, we maintain focus on offering a curriculum that stretches and challenges our students, preparing them for future careers and adult working life.

The Geography department is forward-thinking, creative, innovative and supportive of change and new approaches. However, over recent years student progress has been below our expectations. We had a change in leadership earlier in the year, but our current Curriculum Leader is leaving due to promotion elsewhere. We are therefore seeking a new Curriculum Leader who will embrace the challenge of further developing the curriculum, assessment, and advancing teaching and learning in order to bring about sustained improvement. You will be well supported by an experienced and highly successful Curriculum Leader of another humanities subject in order to ensure consistency and challenge.

Please take time to look at our website, www.parklandsacademy.co.uk and this application summary. They can only give you a glimpse into life at our school, but I hope it will inspire you to apply for this excellent career opportunity in a school community where you can make a significant impact and where we will welcome you warmly and support you professionally.

Yours faithfully,

Mr Steve Mitchell
Headteacher

The Post

Salary	Main/Upper Pay Scale (subject to experience)
TLR	TLR 2.2 £5,072
Contract type and term	Full time, permanent
Start date	September 2023 or sooner

We are seeking a Curriculum Leader of Geography with excellent qualifications, who is enthusiastic and dynamic with a strong ambition to improve our provision. We are looking for a colleague who will work collaboratively with the team, is receptive to innovative practices, and is an inspirational and motivational practitioner. You will also be expected to take an active role in all aspects of the work of the Geography department and the school, which is at an exciting stage in its improvement journey.

The ethos of the department is one of engagement, enjoyment, excellent teacher/student relationships and expectations of high standards for all students. We are seeking someone who will impart a love of Geography to students of all abilities and backgrounds. New ideas and initiatives are warmly welcomed. A sense of humour and the ability to be a team player are vital.

The successful candidate will:

- be an excellent teacher
- be a strategic and innovative thinker
- be committed to raising achievement and levels of progress for all learners
- be focused on improving teaching and learning
- be able to inspire and motivate students and colleagues
- be a team player with excellent interpersonal and communication skills
- have excellent subject knowledge
- have experience of quality assurance processes (desirable but not essential)

Closing date: 12 noon, Friday 27th January 2023

Proposed interview date: w/c 30th January 2023

The application form can be downloaded from the website www.parklandsacademy.co.uk. Please complete this and return it to the school. In addition, please submit an accompanying statement to outline how your experiences demonstrate that you meet the person specification. Please include here details of your experience and your suitability for the post. Maximum 3 sides of A4, size 12 Arial font.

Please return applications by email, marked 'Curriculum Leader for Geography application' to hr@parklandsacademy.co.uk

For an informal discussion, please contact Mrs Clare Batson, Deputy Headteacher, either by telephone or email to cbatson@parklandsacademy.co.uk. Visits to the school are welcomed.

Parklands High School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

Parklands High School

Curriculum Leader for Geography
Job Description and Person Specification

Job Title	Curriculum Leader
Department	Geography
Responsible to	Headteacher, SLT Line manager

Working time	
a) 190 days (or part time equivalent) of teaching a designated timetable plus 5 days (or equivalent) in which the teacher may only be required to perform other duties. b) Any other session as directed by the Headteacher **Prompt attendance and leadership/participation as appropriate in:** c) Staff Briefings - 8.25am Mondays and Thursdays and any other designated meetings. d) Agreed pre-school, break, lunchtime and post school duties **Calendar:** e) Full participation at directed time events on the annually published calendar. f) Attendance at calendar sessions, meetings and INSET will be agreed at the start of the academic year. g) Attendance at optional CPD opportunities.	
Safeguarding	To report all information and concerns to the Designated Senior Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements.
Health and Safety	To comply with the school's Health and Safety Policy and report all information and concerns to the designated representative. This should be completed promptly.

Main duties:

1) Principal responsibilities:

- To contribute to high quality teaching and learning in Geography including production of shared resources.
- To participate in the development and implementation of appropriate syllabi, materials and schemes of work reflecting the school's published aims, policies and procedures. This includes the School SEF and development plan, teaching and learning policy and behaviour policy.
- To maintain accurate and complete assessment records and use them constructively to inform learning and to report to parents as required.
- To participate in the process of student target-setting, developing and implementing schemes of work and maintaining progressive learning outcomes in lessons.
- To attend and contribute to department meetings, TLC sessions and INSET training as required.
- To monitor and develop the Quality of Education in the Geography department.
- To coordinate subject specific CPD opportunities that maximise the quality of Teaching and Learning in Geography.

2) Additional specific responsibilities:

- To be the form teacher of an assigned form.
- To undertake the pastoral care and guidance of each individual in the form and monitor their academic progress.
- To deal with and administer all routine business connected with the form, including returns as required.
- To take responsibility for the conduct of Form time.
- To provide or contribute to reports and keep records as appropriate.
- To check and comment on reports to parents as needed.
- To keep a general eye on the personal appearance and behaviour of the form and insist on a high standard.
- To attend and contribute to assemblies when required and actively supervise the form's movement both to the place of assembly and whilst it is in progress.
- To attend House meetings.

3) General duties:

- To have responsibility for safeguarding and promoting the welfare of the young people for whom you are responsible and all those you may come into contact with.
- To mark the register of all groups in accordance with the procedures determined by the attendance policies.
- To carry out a share of supervisory duties in accordance with published schedules.
- To share responsibility for good order and discipline in the school.
- To participate in appropriate meetings with colleagues and parents or carers.
- To participate in Appraisal and School Self Evaluation arrangements.
- To adhere to published school policies.

- To be courteous to colleagues, students and parents and provide a welcoming environment to guests.
- To discharge your duty of care for your own and others' health and safety.

4) Please note:

- The above responsibilities are subject to the general duties and responsibilities contained in the "School Teachers' Pay and Conditions Document".
- This job description does not direct the particular amount of time to be spent on carrying out any of your duties and no part of it may be so construed.

Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction with the postholder, may be revised by the Headteacher to reflect and anticipate changes in the job. These would be commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post.

All aspects of the post will be evaluated by appropriate means including discussions with those staff the holder is responsible to, including the Headteacher and members of the SLT.

Please advise the school of any disability you may have or develop so that the school may endeavour to make any necessary reasonable adjustments to the job and the working environment.

Person Specification – Curriculum Leader
Department – Geography

	Essential	Desirable	Method of assessment
QUALIFICATIONS			
Qualified Teacher Status	✔		A/C
A recognised degree or equivalent	✔		A/C
EXPERIENCE OF TEACHING			
Successful Geography teaching to GCSE/KS4 level in an 11-16 school - either in placement or employment	✔		A/R
PROFESSIONAL UNDERSTANDING			
Assessment for Learning		✔	A/I/R
Planning		✔	A/I/R
Differentiation / personalisation, to include the needs of SEND students		✔	A/I/R
Behaviour management strategies		✔	A/I/R
ICT Literacy		✔	A/I/R
Awareness of the health and safety issues in teaching science		✔	A/I/R
APPLICATION FORM AND LETTER			
Letter should be clear, concise, accurately written and presented in an organised way	✔		A
Letter should outline a clear educational philosophy and relate directly to the requirements of the post and the school as outlined in the Job Description, this Person Specification and other documentation	✔		A
Application form should be fully completed, accurate and legible	✔		A
Candidates will have to demonstrate their suitability to work with children	✔		A/I/R
KNOWLEDGE, SKILLS, AND ATTRIBUTES			
Experience of quality assurance processes		✔	A/I/R
Excellent subject knowledge and effective classroom practice	✔		A/I/R
Knowledge and understanding of current educational issues, including national policies, priorities and legislation		✔	A/I/R
Knowledge and understanding of current curricular, teaching and learning issues relevant to the Geography department	✔		A/I/R
Understanding of strategies for school improvement		✔	A/I/R
Ability to use ICT to enhance learning and to administer professional duties	✔		A/I/R

Self-confidence, self-motivation, personal impact and presence	✔		A/I/R
The ability to relate well to students, parents and staff	✔		A/I/R
Effective communication and exceptional interpersonal skills	✔		A/I/R
High levels of commitment, enthusiasm and motivation	✔		A/I/R
A clear understanding of the needs, values and aspirations of all students being educated in this school	✔		A/I/R
A good sense of humour	✔		A/I
Willingness to make a substantial contribution to the school's vision and future development	✔		A/I/R

Note: We will always consider your references before confirming a job offer in writing.

Key:
A = Application (including letter)
C = Certificate
I = Interview
R = Reference