Uckfield College

Recruitment Information Booklet

Deputy Curriculum Leader of Geography

MPS/UPS plus TLR2A

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

We have a research-informed framework for Teaching and Learning, called Uckfield Excellence, which has been very well received when presented at national conferences. Our professional development programme is exceptional and every member of staff in our team has tremendous training for their support role, teaching or leadership.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1002.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:



- "Teachers make better use of assessment information to plan work that meets the needs of all pupils."
- "Teachers make good use of technology available."
- "Teachers have worked collaboratively… to increase the level of challenge for pupils."
- "Teachers… ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Students said that the extra-curricular provision has expanded."

The Lead Inspector also wrote some wonderful comments about our students:

- "Pupils are typically very well behaved."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

Our Vision: An inspiring College where every individual is supported and challenged to achieve personal excellence.

Our Aim: Is for everyone in our community to lead truly, deeply, happy, fulfilled and purpose-driven lives. Our curriculum is how we achieve those aims.

In feedback to the Lead Inspector during our last Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Deputy Curriculum Leader of Geography (MPS/UPS)

Hours	Full Time
Commencement	September 2022
Contract	Permanent
TLR	TLR2A

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Wednesday 25th May at 10.00 a.m. **Applications received before the deadline will be reviewed and suitable candidates interviewed as early as possible or at the latest before Friday 27th May.**

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our HR Officer, Victoria Barden, on 01825 764844 extension 1008 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Lesson Observation
- Tour of the College
- Safeguarding Interview
- Panel Interview
- Presentation by candidate on leading outstanding Teaching & Learning

We are committed to the safeguarding of children. References and Enhanced Disclosure and Barring Service checks will be conducted on the successful applicant. Please note this role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds.

Job Description

Job Title: Deputy Curriculum Leader of Geography *(TLR2A)*

Responsible To: Curriculum Leader of Geography

Items not in italics relate to all teaching post holders
Items in italics are specific to TLR2 post holders

Main Purpose of the Job

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal;
- to be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and develop standards of students' learning, achievement and attainment through the use of evidence-informed practice;
- to play a full part in the life of the College and its community, to support its vision and aims and to be a role model for staff and students;
- *to be accountable for a discrete Curriculum area and to support, hold accountable, develop and lead a team of people focusing on this area in order to raise standards of student attainment and achievement.*

Job Dimensions

- Students: Accountable for the oversight of learning of those students allocated to the post holder, engaging and motivating in the classroom and building team commitment with colleagues.
- *Staff: Where appropriate, accountable for the direct line management/coordinating the work of teaching staff and other relevant personnel within the department.*
- *Resources: Accountable for the teaching and learning budget allocated to this curriculum area; the physical learning environment.*

Key Accountabilities

Strategic Direction and Development:
Lead, develop and implement teaching and learning policies, plans, targets and practices to ensure contribution to whole College improvement.

Where appropriate to:
- promote the general progress and well-being of individual students and of any class or group of students assigned to the post holder;
- use evidence-informed practice to improve outcomes in each area of the role;
- identify clear teaching objectives through planning and specify how they will be taught and assessed;
- set tasks which challenge students and ensure high levels of interest and expectations for each and every student;
- set clear targets and intervene, when appropriate, based on prior attainment;
- provide clear structures and routines for lessons which regularly review prior learning using effective strategies, e.g. retrieval practice;
- use regular, specific feedback, both verbal and written, to provide clear and meaningful improvement strategies to students;
- effectively scaffold the curriculum and use adaptive teaching to ensure all students can access and excel at tasks within each lesson;
- have routines which maintain high levels of pace, motivation and challenge;
- ensure students' working memory is kept on task through cognitive offloading strategies;
- maintain discipline in accordance with the college's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework;

- use college strategies to improve literacy in all lessons, e.g. the explicit teaching of Tier 2 vocabulary;
- ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate own teaching critically to improve effectiveness;
- ensure the effective and efficient deployment of classroom support through explicit guidance;
- prepare students for public examinations where relevant;
- register the attendance of students in lessons in line with the college policy.

Lead and develop the department's curriculum intent, its implementation and evaluation of knowledge, skills and understanding students have gained against expectations (its impact). Lead, develop and implement teaching and learning policies, plans, targets and practices to ensure contribution to whole College improvement.

- *Develop and implement policies and practices which reflect the College's commitment to high achievement and effective teaching, learning and assessment;*
- *develop and implement policies and practices which reflect the College's commitment to every child;*
- *lead developments across the subject area which identify clear targets, timescales and success criteria for the Curriculum Area Development Plan;*
- *to monitor and evaluate progress against the Curriculum Area Development Plan including the quality of teaching, learning and assessment;*
- *to lead the development of syllabus choice and schemes of learning taking account of College and National trends;*
- *ensure the maintenance and availability of accurate and up to date information about the Curriculum area;*
- *to analyse departmental and college data to ensure that student performance targets are in line with whole College targets;*
- *create a positive atmosphere for learning for all students across the Curriculum area including the management of behaviour;*
- *to contribute to the development of College policies;*
- *to act as a champion for your Curriculum area and contribute to whole College issues;*
- *to implement College policies and procedures e.g. Equal Opportunities, Health and Safety, SEND, Literacy, Numeracy and ICT across the curriculum area;*
- *to ensure provision for safeguarding and promoting the welfare of students across the curriculum area in lessons and other activities.*

Leading and Managing Staff:
Provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning.

Where appropriate to:
- use performance data to evaluate students' progress and set appropriate targets for improvement;
- use strategies to promote self efficacy for every adult in the college;
- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- promote the use of educational research to improve both student and staff outcomes;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognize the level at which the students achieving;
- undertake assessment of students as requested by examination bodies, departmental and College procedures;
- prepare and present informative reports for parents and other external agencies as appropriate;
- make records of reports on the social needs of students;
- provide or contribute to oral and written assessments, reports and references relating to individual and groups of students.

Ensure all staff understand the department's curriculum intent, how it is to be effectively implemented and how its impact is evaluated. Ensure all of the staff team understand the department vision and how it aligns with the whole college vision.

- *To develop and sustain a shared vision and common purpose in Curriculum area and to secure commitment from all staff in the department;*
- *to be a positive role model for your team/department;*
- *to develop team-working strategies;*
- *to oversee the coordination of INSET provision that meets the training needs of the team;*
- *to use coaching and mentoring strategies as appropriate to develop team members;*
- *line management of colleagues to include Performance Management where appropriate;*
- *if relevant to provide advice on threshold, upper pay spine and other professional development opportunities;*
- *to be aware of the welfare and wellbeing of staff in the Curriculum area.*

Curriculum Development

- Contribute to the development of Schemes of Learning and lesson planning within the curriculum area which are inline with the subject's curriculum intent;
- *to lead on and evaluate Curriculum development and provision (syllabuses/schemes of learning) across the curriculum area in order to ensure appropriate challenge and success for every student;*
- *to keep up to date with National developments in the curriculum area and teaching practice and methodology;*
- *to actively monitor and respond to Curriculum development and initiatives at National, Regional and local levels.*

Teaching and Learning:
Secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.

- Have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the College;
- establish effective working relationships, with students and staff, and set a good example through own presentation and personal and professional conduct;
- endeavour to give every student the opportunity to reach their potential and meet high expectations;
- to use strategies to promote self efficacy for all students;
- monitor student progress and implement intervention strategies;
- be committed to safeguarding and promoting the welfare of students in all lessons and related activities, and develop and implement policies and practices which reflect the College's commitment to every child;
- provide guidance and advice to students on educational and social matters and on further education and future careers;
- maintain good order and discipline among students and safeguard their health and safety when they are engaged in authorised College activities elsewhere;
- participate in arrangements for students presentation for examinations;
- supervise and so far as practicable teach any students whose teacher is not available to teach them following the current Pay and Conditions;
- participate in meetings at the college which relate to the curriculum, administration or organization of the college;
- *pedagogy and methodology - to draw upon best practice in teaching and learning and share across the team eg use of pedagogical research and thinking skills;*
- *to develop the use of lesson observations to improve practice ie part of College self-evaluation and review and internal procedures;*
- *to ensure marking and assessment across the Curriculum area is in line with College policies (including AFL policy) and meet exam board criteria;*
- *reporting on student progress. To include working with pastoral teams and supporting RAFA initiatives and briefings;*
- *to implement where relevant, educational enhancements (booster classes, trips and visits);*
- *to establish and develop the process of target setting across the Curriculum area in line with curriculum practice and work towards their achievement;*
- *coordinate praise, rewards and good news/publicity about student participation and achievement;*
- *monitor student progress and implement intervention strategies.*

Deployment of Resources:

- Review from time to time own methods of teaching and Schemes of Learning;
- participate in arrangements for own further training and professional development as a teacher;
- participate in arrangements for own supervision and training whilst serving in an induction period;
- participate in arrangements for the appraisal of own performance and that of other teachers;
- take responsibility for own professional development and duties in relation to College policies and practices;
- contribute to the professional development of other teachers e.g. the induction of new teachers
- be responsible, careful and economical with the use of budgets, resources, consumables, buildings, buildings' contents and energy/utilities so that departmental capitation is not wasted, college resources last, consumables are used sparingly and the college's energy and utility bills are as low as possible.

Identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely.

- *If applicable manage the teaching and learning budget of the Curriculum area to ensure Best Value for Money;*
- *to ensure that the Curriculum area's teaching commitments are effectively and efficiently timetabled and roomed;*
- *to deploy resources to maximise student learning;*
- *to oversee the use of accommodation and resources to create a positive learning environment;*

- *to coordinate the organisation and maintenance of equipment and stock;*
- *to implement College policies, procedures and risk assessments with regard to Health and Safety e.g. COSHH;*
- *to oversee the effective, efficient deployment of student teachers to ensure curriculum and pastoral continuity;*
- *to make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Curriculum area with the cover supervisor/relevant staff;*
- *to be responsible for the efficient and effective deployment of the Curriculum area's technician/support staff;*
- *to participate in the selection of staff new to the College and/or to teaching and to ensure effective induction;*
- *to set up review procedures to support staff promoted to new posts within the Curriculum area.*

Communication

- Communicate and consult with the parents of students and Governors where appropriate;
- communicate and cooperate with persons and external agencies and participate in meetings arranged for any of the purposes described above;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and events with partner schools;
- contribute to the corporate life of the College through effective participation in meetings and management systems necessary to coordinate the management of the College;
- cooperate with other staff to ensure sharing and effective usage of resources to the benefit of the College, department and students;
- *to contribute to the corporate life of the college and represent the Curriculum area through effective participation in meetings eg Curriculum Leaders; Leadership Team and Key Stage discussions;*
- *to liaise with external agencies as appropriate;*
- *to chair meetings as appropriate;*
- *to take responsibility for Curriculum area in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with other schools;*
- *to represent the wider Curriculum area as and when required.*

Quality Assurance

- Embed the College's High Reliability practices in order to sustain and develop high quality teaching and learning;
- *to ensure the effective implementation of High Reliability protocols across the Curriculum area;*
- *to evaluate the practice within the department and report and evaluate on examination performance in line with the College self-evaluation process;*
- *to lead meaningful self-evaluation and review cycles that drive Development Plan cycles;*
- *to use Student Voice across the Curriculum area;*
- *to regularly and systematically carry out lesson observations and learning walks in line with the college's expectations;*
- *to do regular work scrutiny;*
- *to ensure the department engage in effective moderation of assessment practices.*

Refer to the current 'Conditions of Employment for Teachers other than Head Teachers' from School Teachers' Pay and Conditions Document from the DfE.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually.

Person Specification: Deputy Curriculum Leader of Geography

	Essential Criteria	Desirable Criteria
Education and Training	• Qualified Teacher Status • Good Honours Graduate	• Evidence of relevant further professional development
Subject		• Able to teach subject to A Level
Experience	• Use of strategies to have successfully raised student achievement	• Leadership experience
Personal	• Outstanding classroom teacher • High quality interpersonal skills • Team player • Flexible • Proactive and able to make decisions • Ambitious, personally and for the College • Positive 'can do' attitude • An educational vision focused on students • Excellent range of communication skills; listening as well as speaking, presenting, writing • Aware of strategies to raise student achievement	

Role of Form Mentor

Line Manager: Director of Year

Professional Duties

- To act as the first point of contact between home and college and to advise and guide parents and students on a day to day basis.
- To get to know the students in the mentor group and strive to be aware of backgrounds as these will affect the student's performance in college.
- To establish a positive relationship between mentor and the student so that the mentor is aware of both danger signs and indications that the group and individuals are functioning well.
- To encourage each student to take a full part in college activities.
- To be a source of information about the college and to interpret college policy to the students as it affects them.
- To maintain high standards of college uniform with all students in the group.
- To liaise with senior pastoral staff about students in difficulty or trouble.
- To complete the form register and to do so in a well-controlled manner so that the information recorded is accurate and in accordance with the notes in the staff guide.
- To check (using Google Classroom) and encourage students to:
    - complete homework that is set; and
    - hand homework in on time.
- To ensure that all absences are covered by letters or telephone calls from parents. Directors of Year should be notified when a Form Mentor is unable to obtain a satisfactory reason for absence either from the students or from contact with the parents directly.
- To monitor students' academic progress through profiles/reports and data/progress analyses. To make a meaningful and appropriate comment on social and academic progress made as required by the style of the report.
- To coordinate appropriate intervention strategies to support students' academic and social progress.
- To deliver the set mentor programme during Personal Development Time and Life Learning (PSHCE).

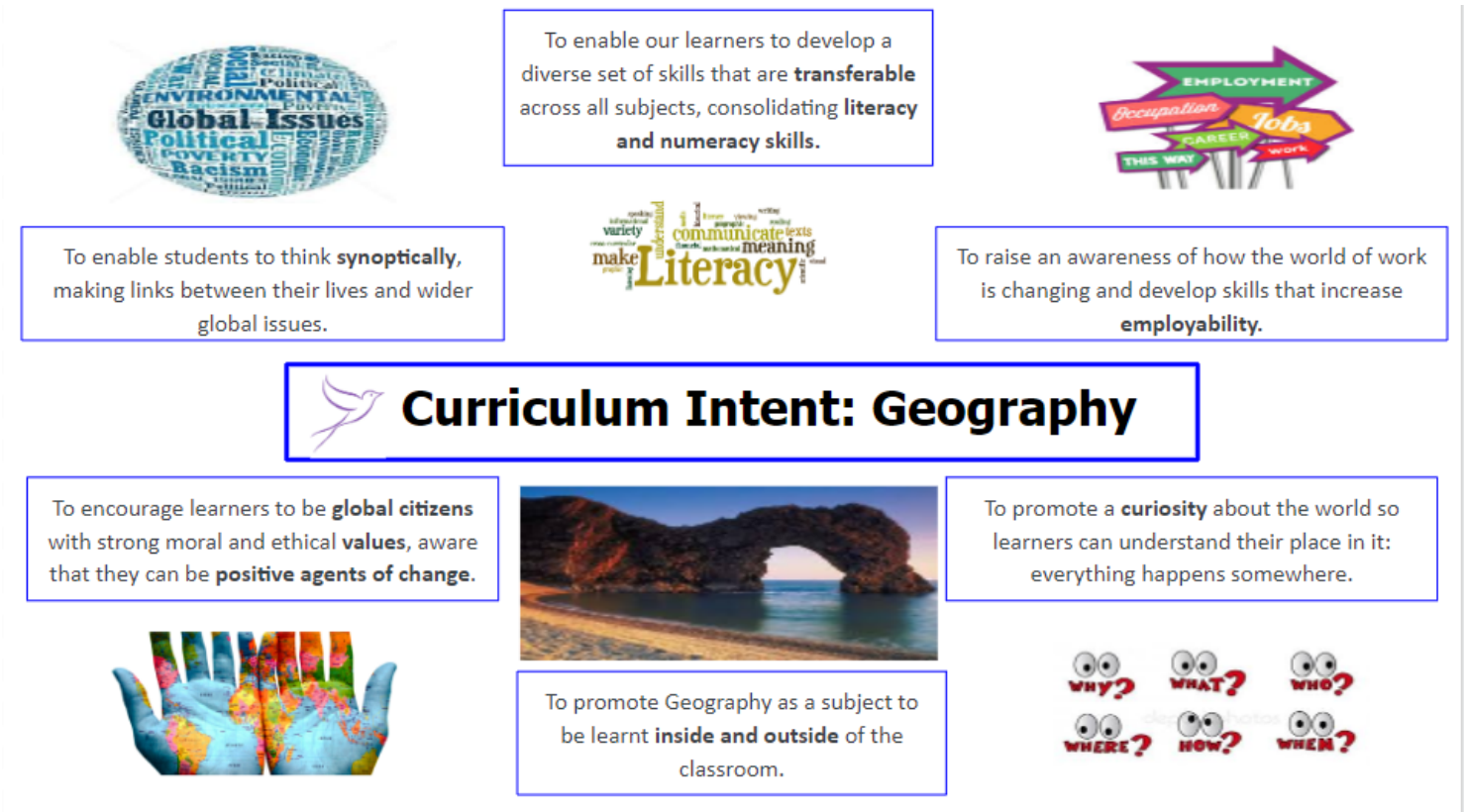
Departmental Structure and Organisation 2021/2022

Geography Department

Staff

Mark Leswell	Curriculum Leader and Research Lead
Beth Durley	Deputy Curriculum Leader
Jez Davison	Assistant Principal and Teacher of Geography
Stephen Simmons	Director of 6th Form and Teacher of Geography
John Whilde	Teacher of Geography
Gemma Gilroy	Teacher of Geography

Curriculum Intent



Accommodation

The vast majority of the Uckfield College school has been rebuilt. The Geography Department is located in a suite of 5 specialist classrooms in a newly refurbished building.

All teaching staff are currently issued with a free Chromebook. To enhance learning, all students have Chromebooks (Years 7 to 11) or their own device (Sixth Form).

Geography Provision

Key Stage 3	In Year 7, students are taught in mixed-ability tutor group classes and have two lessons a week. In Year 8, students are taught in Science sets (a top set per band then mixed ability for all other classes)
Year 7	The key topics covered are: Geographical Skills, Living World, Asia, Russia & The Middle East, Coasts and Rocks.
Year 8	The key topics covered are: Development, Population & Migration, Rivers, Climate Change, Glaciation.
Key Stage 4	Geography is often the largest option subject with between 5 and 7 teaching groups each year. The course followed is the AQA GCSE specification.
Year 9	1A: Natural Hazards, 2A Urban Issues, 1B Living World
Year 10	2B Economic Development, 1C Physical Landscapes, Fieldwork
Year 11	2C Resource Management, wider geographical knowledge, exam skills
Key Stage 5	Geography is one of the largest and most successful subjects.
Year 12	Students have four periods per week with two teachers and follow the Edexcel Specification. Coasts, Tectonics, Globalisation, Regenerating Places.
Year 13	Students have five periods a week with two teachers, following the Edexcel Specification. Migration, Identity & Sovereignty, Superpowers, Carbon Cycle & Water Cycle.

Public Examinations

Year 11	AQA Exams
Year 13	Edexcel Exams

Additional Information

Geography is a popular and well-thought of subject at Uckfield College with a history of excellent exam results. We aim to use our own knowledge of and passion for the subject to enthuse the students and to develop in them an interest and concern for the world around them.

Departmental meetings are scheduled at regular intervals and a major feature of these is a focus on teaching and learning and the sharing of good practice. Separate and distinct from department meetings are weekly Joint Professional Learning sessions (created by having a shorter school day on a Monday). The main purpose of these is for the staff to collaboratively plan and develop inspirational teaching, learning and assessment. We work as a team in order to improve progress and raise achievement. Improving the quality of teaching and learning is our main focus with considerable effort used to improve the teaching quality in the department.

We have run field trips throughout the school, the main ones being: a local area trip for all Year 7s; field trips to local Universities, London Zoo, Eastbourne and Polegate for KS4; four days of local fieldwork in Year 12 and 13.

The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Victoria Barden, HR Officer at Uckfield College, hr@uckfield.college. Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Wednesday 25th May at 10.00 a.m. **Applications received before the deadline will be reviewed and suitable candidates interviewed as early as possible or at the latest before Friday 27th May.**

If you require any further information please contact Victoria Barden at Uckfield College on 01825 764844, extension 1008 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1002, or email t.fletcher@uckfield.college.

Uckfield College

Love Learning for Life



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