**Geography Subject Leader**

**Queen Mary’s High School**

**Required for April / September 2023**

**Permanent**

**Full Time**

**MPR/UPR**

**TLR 2B**

**Application Pack**



**WELCOME**

February 2023

Dear Applicant,

**VACANCY FOR THE ROLE OF GEOGRAPHY SUBJECT LEADER**

I would like to thank you for taking the time to find out more about this opportunity at Queen Mary’s High School. The post offers an ambitious and dynamic teacher an exciting and rare leadership opportunity. The successful candidate will be a well-qualified Geographer, who has a passion for the subject and a dedication to fieldwork and enquiry-led learning. We seek a leader who is able to enthuse and inspire our exceptional students and teachers.

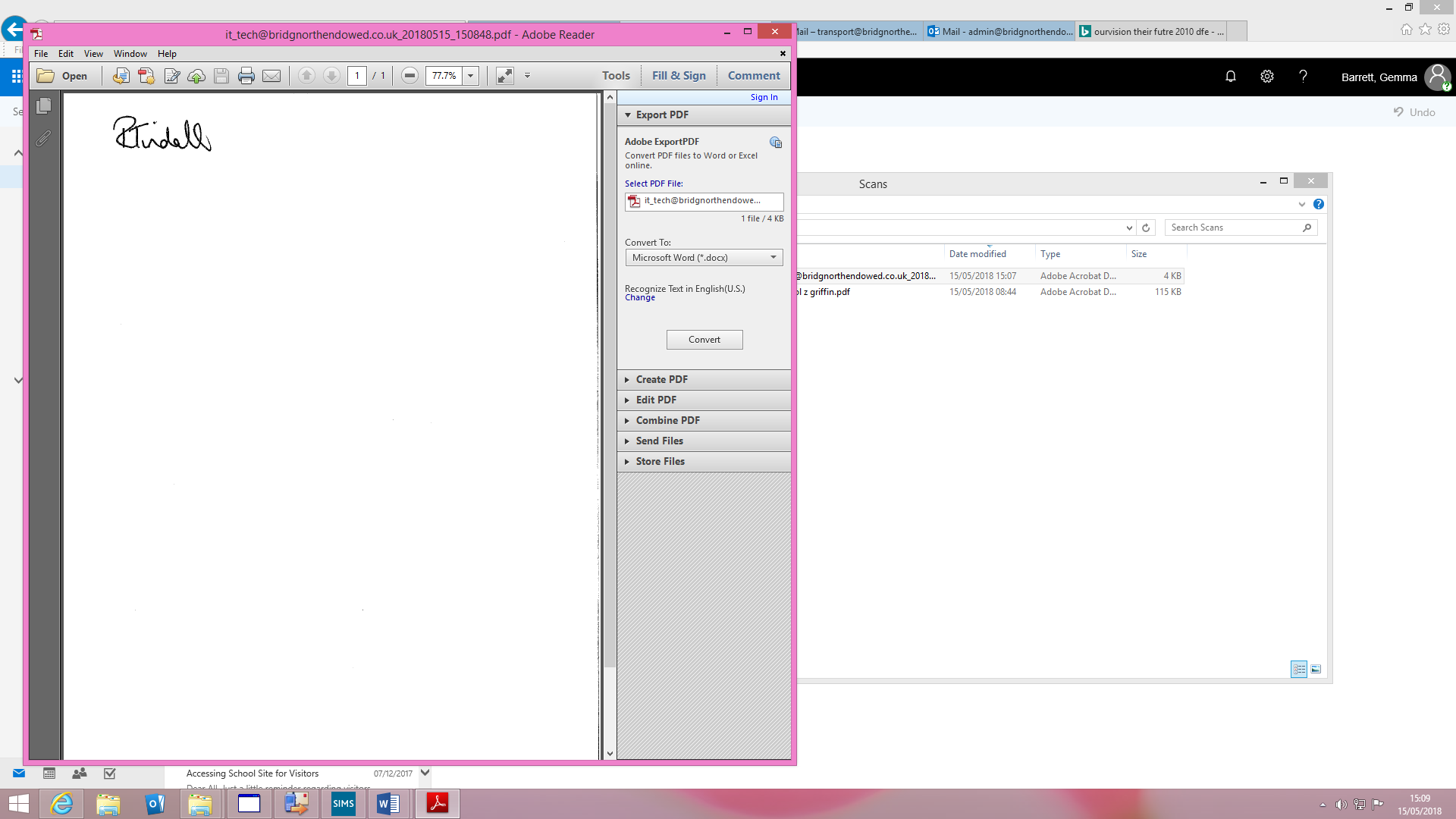
This is an exciting time to join Queen Mary’s High School as a member of our teaching staff, as we seek to build further upon our Outstanding Ofsted judgement. We are a forward looking and innovative school with a clear focus on equipping our young people for their future lives. We value the diverse nature of our school community and the sense of family that we experience is a significant strength.

Queen Mary’s High School has a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence.

The successful applicant will become part of a collaborative and supportive staff body, who share a vision to realise and achieve ambitious outcomes for every individual in our school. We empower professional autonomy in our middle leadership to ensure growth and success. We are not a school where one size fits all, we are a school in which diversity thrives, is encouraged and is celebrated. We are much more than the sum of our parts, growing outstanding talent in both our young people and in our staff.

If you are, like us passionate about having a positive impact on young people’s lives, and excited by this opportunity to teach exceptional young people, we warmly welcome your application.

If you would like to find out more about us and see how wonderful a place to work this is, please contact the school to arrange a visit. I very much look forward to hearing from you.



Mrs Ruth Tindall   
Head Teacher

**THE SCHOOL**

Queen Mary’s High School is an Outstanding (Ofsted, 2021), oversubscribed selective girls’ grammar school; we are co-educational in our sixth form provision. Since the school’s successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary’s High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life and in order to achieve this we:

* Provide opportunities for each student to achieve the highest possible standards
* Inspire a love of learning for its own sake
* Foster self-esteem and sensitivity to the needs of others
* Develop an appreciation of our cultural heritage
* Equip each student to take a responsible place in society

**THE TRUST**

The Mercian Trust’s name is both rooted in history and indicative of a geographical identity and ambition.   
It was in Mercia that St Chad established an association of small monasteries which fostered unity through *bonds of kinship*. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

The Mercian Trust recently merged with the Q3 family of schools, it is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and an Alternative Provision Free School.

Together our mantra is ‘Life to the full in pursuit of what is good, right and true’.

We define this as equipping students to:

* Fulfil their potential
* Thrive in the world of work (when they leave our schools and sixth forms)
* Make a positive contribution to their families and the local, national and international community.

The Mercian Trust and Q3 family of schools are:

* Aldridge School
* Queen Mary's Grammar School
* **Queen Mary's High School**
* Shire Oak Academy
* The Ladder School
* Walsall Studio School
* Q3 Great Barr
* Q3 Langley
* Q3 Tipton

**GEOGRAPHY AT QUEEN MARY’S HIGH SCHOOL**

Geography is a successful subject, where students are consistently in the top 20% nationally for progress and attainment at GCSE.

Our students are aspirational, articulate and eager to learn. A significant number progress into Geography related degrees at Russell group universities and aspire towards highly professional and academic careers in Finance, Economics, Engineering and Sustainability disciplines.

Geography is a popular choice at both GCSE and A Level. Students learn well as a result of high-quality teaching and their own strong commitment to the subject. Effective and on-going self-evaluation, and associated intervention strategies, support the substantial progress that our students make at Queen Mary’s High School. We are a team that is committed to rigorous, consistent and effective teaching methods. We discuss our practice, share pedagogy and have a real passion for our subject, which is evident in our approach to sharing and nurturing this in our students and supporting them to achieve their very best.

The existing Geography team is experienced, committed, hard-working and friendly. We support students in building their confidence and by providing opportunities for extension and depth of study. Our students really enjoy the challenges set and respond with engagement and positivity. We as teachers are proud of our students and enjoy seeing them thrive. The ambition is for our students to become Geographers, to be inquisitive and to develop confidence in their ability to discuss, debate and speculate on challenging issues and dilemmas. The department offers a range of extra-curricular activities and field trips to enhance the teaching of the subject, so it is an exciting time to join and build on the department’s success.

If you are an inspirational, confident teacher with excellent subject knowledge and the leadership qualities to take on this opportunity, we would be delighted to hear from you.

**THE ROLE: GEOGRAPHY SUBJECT LEADER**

The primary role of the Subject Leader is to lead and manage the Department, having oversight of the curriculum and to ensure the quality of teaching and learning of Geography is outstanding.

**Accountable to**: Head Teacher

**Reporting to:** **Senior Leader with line management responsibility for Geography**

**Responsible for:** Teachers of Geography

**PERSON SPECIFICATION**

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| LEADERSHIP SKILLS AND ATTRIBUTES | ESSENTIAL | DESIRABLE | EVIDENCE  Application (A)  Interview (I)  Reference (R) |
| The ability to lead and manage people to work effectively towards a common goal | x |  | A/I |
| Ability to articulate vision and expectations with clarity and understand the views of others | x |  | A/I |
| A genuine team player, resilient and blessed with a sense of humour | x |  | I |
| Excellent organisational and time management skills with the ability to prioritise and work to deadlines and the ability to work on own initiative and react to competing demands | x |  | A/I |
| Understands and can articulate the bigger picture and plans subject development accordingly | x |  | A/I |
| Uses national and school data effectively to lead target setting monitoring and interventions that have impact on student progress | x |  | A/I |
| Excellent interpersonal skills, able to work effectively and harmoniously with others, (pupils, colleagues and parents) | x |  | I |
| Able to use and model highly effectively teaching and learning strategies that met the needs of all learners | x |  | A/I |
| Actively seek and respond to advice, using it positively to improve personal competence and expertise | x |  | A/I |
| Works well under pressure, prioritising effectively to meet challenging deadlines | x |  | A/I |
| Excellent oral and written communication skills | x |  | A/I |
| Communicates effectively with parents, colleagues and pupils to support positive outcomes in a manner appropriate to each | x |  | A/I |
| A clear sense of responsibility for their own professional learning and development | x |  | A/I |

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| TEACHING AND LEARNING | ESSENTIAL | DESIRABLE | EVIDENCE |
| Experience of teaching A Level curriculum |  | x | A/I |
| An awareness of the importance and role of the subject in contributing to the students’ wider development | x |  | A/I |
| Passionate about Geography and the study of our world and environmental interactions | x |  | A/I |
| A willingness to contribute to enrichment and co-curricular activities | x |  | A/I |
| Positive and enthusiastic in approach | x |  | A/I |

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| VALUES AND ATTRIBUTES | ESSENTIAL | DESIRABLE | EVIDENCE |
| A commitment to the values and vision wider ethos of Queen Mary’s High School | x |  | A/I |
| Commitment to safeguarding and promoting the welfare of students | x |  | I/R |
| Commitment to the School’s role in the wider community | x |  | I |
| A willingness to contribute to enrichment and co-curricular activities | x |  | A/I |
| Positive and enthusiastic in approach | x |  | A/I |

**JOB DESCRIPTION**

**Teaching and Learning**

* Having regard to the curriculum for the school, plan and teach challenging, well organised lessons and sequences of lessons, informed by secure subject knowledge:
* Planning and preparing stimulating and interesting courses and lessons for pupils across KS3, 4 and 5.
* Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
* Assessing, recording, and reporting on the development, progress, and attainment of pupils.
* Organising, participating in, and evaluating the impact of extra-curricular activities.
* A keenness to share in the Queen Marys’ High School ethos, which aims to support each student as they seek to fulfil their potential through academic excellence and personal development.
* Coordinate teaching and Learning (including deep dives, panels, work scrutiny, learning walks, appraisals, lesson observation and performance management) within the Department.
* Oversee the implementation of Teaching and Learning initiatives within the Department.

**Subject Leader**

* Lead and coordinate the work of the Department.
* Create (and review on an annual basis) the Departmental Development Plan, in line with the School’s Strategic Priorities, and contribute to and implement the School Development Plan.
* Support, encourage, monitor and appraise colleagues within the Department.
* Assist members of the Department with their continuing professional learning and development.
* Delegate leadership and management roles to colleagues within the Department to support their continued professional learning and development, as appropriate.
* Manage the Department’s budget to ensure efficiency and value for money throughout the year.
* Coordinate the work of the Department with regard to curriculum plans and schemes of work.
* Monitor colleagues’ teaching of the curriculum and ensure that medium-term planning and teaching are at an appropriate pace.
* Ensure that all pupils are well prepared for exams, both internal and external.
* Ensure that all requirements for external qualifications - such as practical endorsements - are satisfied.
* Liaise with the Exams Officer to ensure correct and timely entry of pupils for external exams.
* Coordinate, where appropriate, all moderation and standardisation tasks within the Department.
* Assist in the appointment of teachers (and, where relevant, Support Staff) to the Department.
* Keep abreast of curriculum changes and initiatives – both nationally and internally – and support colleagues in their preparation for this.
* Attend, be prepared for and contribute to all Subject Leader meetings.
* Oversee the Department’s actions and interventions in response to data analysis.
* Maintain awareness of the Department’s performance in external exams in terms of both raw results and value-added and evaluate this performance against both School and national figures.
* Maintain overview of all pupils in each year group, and the actions being taken to promote their progress and development.
* Produce the Departmental Annual Self Review, as detailed by the Deputy Headteacher.
* Oversee colleague’s adherence to all School and Trust policies and procedures.
* Encourage the development of subject-based activities and participation in national events and competitions.
* Ensure the Department contributes suitably to the school’s outreach programmes, including preparation for Open Events and other recruitment, transition and social mobility events, links with feeder schools and other local schools.
* Support the Deputy Headteacher on public examination results days.
* Oversee the Department’s contribution to internal training events.
* Ensure the Department plays a full role in the use and development of prefects.
* Ensure cohesion, where relevant, between Departments, and coordination with other Departments which have curricular or skills-based links, to include collaboration on teaching and learning, curriculum, assessment, activities, educational visits, internal and external competitions, resources, development plans and workforce planning.
* Lead the scheduling of trips, clubs and activities within the Department to ensure good distribution and breadth of opportunity.
* Liaise with the Head of Sixth Form to ensure the Department’s support of the School’s UCAS administration.
* Ensure compliance with all Health and Safety regulations and risk assessments as they apply to the Department.
* Chair and record minutes of regular Departmental meetings.

**Marketing & External Links, Including Public Occasions**

* Contribute to the positive promotion and marketing of Queen Mary’s High School and The Mercian Trust in the local and wider community, where possible, by actively promoting Geography within the school community to encourage pupils’ interest in the subject.
* Lead the department’s contribution to marketing events and external links.
* Ensure that the Department markets and promotes its subject and activities.

**General**

* Adhere to the policies of the School and The Mercian Trust, as published and amended from time to time, in particular, policies relating to the safeguarding of children.
* Work towards and support the school vision and the current School objectives outlined in the School Development Plan.
* Contribute to the School’s programme of co-curricular activities.
* Work within the School’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
* Work within The Mercian Trust’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Head Teacher may ask you to undertake any additional responsibilities that may be deemed reasonable.

**BENEFITS OF WORKING AT QUEEN MARY’S HIGH SCHOOL**

* A superb staff team committed to doing their very best for all in our school community
* Teach gifted and intelligent students who have a real motivation to succeed
* A thriving school that achieves academic success at GCSE and A Level
* We take our mental health seriously, considering workload, staff and student wellbeing in our decision making
* We offer a range of benefits to support our staff wellbeing including access to the school fitness suite, a cycle to work scheme
* Opportunities to be involved in the wider life of the school, including music, drama, debating, coaching of sports teams, and the Duke of Edinburgh Award
* A wealth of support for continuing professional learning and development, including a Trust wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust
* A collaborative Trust wide professional network for sharing expertise and practice.

**SAFEGUARDING AND SAFER RECRUITMENT**

* Queen Mary’s High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.

You are required to:

* + Uphold the school's policy in respect of child protection and safeguarding matters;
  + Have commitment to the school's equality policy;
  + Ensure any extra-curricular activities will be free from partisan, political and religious view but where political issues are discussed, a balanced view is always presented.
* This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.

**HEALTH AND SAFETY**

The Law requires employees to:

* Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
* Co-operate with their employers on health and safety matters
* Carry out their work and duties in accordance with training and instructions
* Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken

**HOW TO APPLY**

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| Post | Subject Leader for Geography |
| Responsible to | Senior Leader with line management responsibility for Geography |
| Contract and Salary | Full time, permanent  MPR/ UPR  TLR 2B |
| Start Date  Closing Date | April 2023 if possible /September 2023  15th February 2023, 2pm |
| If you would like to visit the school | Please contact the Head Teacher’s PA: Miss M Tomkinson  [m.tomkinson@qmhs.merciantrust.org.uk](mailto:m.tomkinson@qmhs.Merciantrust.org.uk) |
| How to apply | Complete the Mercian Trust Teaching Staff Application Form along with a supporting statement / document no longer than 2 sides of A4 outlining the following:   * How your recent and relevant experience has prepared you to be successful in this post. * How the impact you have had in your career to date is an appropriate foundation for you to undertake this role.   Please note, your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.  Send completed applications to the Head Teacher’s PA, [m.tomkinson@qmhs.merciantrust.org.uk](mailto:m.tomkinson@qmhs.merciantrust.org.uk) |