



---

# FUTURE ACADEMIES

LIBERTAS PER CULTUM

---

---

HEAD OF GEOGRAPHY  
APPLICATION PACK

## CONTENTS

Job description .....	3
The role .....	3
Key responsibilities .....	3
Person specification .....	5
How to Apply.....	6

## Job Description

<b>Job Title:</b>	Head of Geography
<b>Responsible to:</b>	Senior Leadership Team
<b>Hours:</b>	37 hours per week
<b>Contract:</b>	Permanent
<b>Salary:</b>	MPS/UPS
<b>Disclosure Level:</b>	Enhanced

### THE ROLE

The Grange Academy is seeking an outstanding Head of Geography to join in September 2021. This is an exciting opportunity for an experienced Head of Geography to build an exceptional department around them, including mentoring NQTs and growing the department.

### KEY RESPONSIBILITIES

#### PLANNING

- Plan teaching to achieve progression in students' learning through:
  - Identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed.
  - Setting tasks for the whole class, individual and group, including homework, which challenges and motivates.
  - Setting appropriate and demanding expectations for students' learning, motivation and presentation of work.
  - Setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do
- Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students.
- Make effective use of assessment information on students' attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEN and EAL needs.
- Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study.

#### TEACHING AND CLASS MANAGEMENT

- Ensure the effective teaching of classes and individuals, so that teaching objectives are met and best use is made of available teaching time.
- Establish and maintain a purposeful working atmosphere.
- Set high expectations of students' behaviour through well-focused teaching and consistent application of the Behaviour Policy and other school systems.
- Establish a safe environment, which supports learning and in which students feel secure and confident.

- Use teaching methods which sustain the momentum of students' work and keep all students engaged through:
  - Matching the approaches used to the subject matter and students
  - Clear structure and presentation of content
  - Effective use of resources and time
  - Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework
- Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required.
- Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress.

#### TEACHING AND CLASS MANAGEMENT ASSESSMENT, RECORDING AND REPORTING

- Mark and monitor students' class work and homework as required by subject and school policies.
- Assess and record student progress as required by subject and The Grange Academies policies, including National Curriculum and other standardised tests, and baseline assessment where relevant.
- Write reports and profiles as required, including the National Record of Achievement.
- Participate in appropriate meetings with colleagues and parents/guardians.

#### OTHER

- Participate in curriculum, pastoral, administration and organisation meetings.
- Contribute to the work of curriculum and pastoral teams.
- Take responsibility for own professional development and keep up to date with research and development
- Cover for absent colleagues in accordance with school policy.
- Contribute to examination arrangements.
- Implement school policies consistently and follow the procedures outlined in the Staff Handbook.
- Carry out any other reasonable responsibilities compatible with the role and grade of this post.

#### Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

*No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.*

## Person Specification

No	Key Requirements	Essential	Desirable
<b>QUALIFICATIONS</b>	Right to work in the UK	✓	
	Qualified Teacher Status	✓	
	Courses of further study relevant to the post		✓
	Academic qualification in the relevant subject	✓	
	Evidence of active involvement in professional development		✓
	Qualified Teacher Status	✓	
<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>	Excellent communication and presentation skills	✓	
	Excellent use of IT systems such as excel, word, outlook	✓	
	Excellent Subject Knowledge	✓	
	Experience using school based HR systems such as SIMS		✓
	Strong knowledge and recent relevant experience using excel	✓	
	An understanding of and commitment to the ethos of the Academy and the wider trust	✓	
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
	Excellent team skills and the ability to network effectively	✓	

<b>OTHER REQUIREMENTS</b>	The ability to remain discrete when privy to confidential information	✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓	
	Willingness to undergo appropriate checks, including enhanced DBS checks	✓	
	Willingness to undertake further training	✓	
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	✓	
	Committed to Equality, Diversity & Inclusion	✓	

If selected Interviews will commence on Wednesday 26<sup>th</sup> May 2021.

**INVITATION TO INTERVIEW – PLEASE BRING WITH YOU:**

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate.
- Documentary proof of address (i.e. utility bill, financial statement etc.).
- Where appropriate any documentation evidencing a change of name.
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post.
- Evidence that you have the right to work in the UK.

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years. We

Will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

**HOW TO APPLY**

If you are interested in applying for the Head of Geography position at The Grange Academy please complete the online application form by Monday 24<sup>th</sup> May 2021 at 9am.

Further information on working at Future Academies can be found on our website, [www.futureacademies.org](http://www.futureacademies.org).

If you have any questions or would like further information please feel free to contact [e.dsouza@thegrange.futureacademies.org](mailto:e.dsouza@thegrange.futureacademies.org)

*Please note that Future Academies reserves the right to interview and appoint prior to the advert closing date.*

We look forward to receiving your application.