



KEY STAGE COORDINATOR - Geography

ILPS TLR 2A

Required for April 2025 or earlier if possible

Thank you for your inquiry about the post of Key Stage Coordinator - Geography at Dunraven School. This vacancy has arisen as a result of reorganisation and the existing postholder's promotion. The school's aim is "Excellence for All" and the governors wish to appoint a candidate of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic co-educational school and keen to share in the leadership of our All Through Provision.

DUNRAVEN EDUCATIONAL TRUST OVERVIEW

Dunraven Educational Trust was established in 2016. DET is a trust committed to one overarching aim: excellence for and from everyone. This is an expectation for both the children and adults in a school community. It is achieved in a variety of ways according to the context of each school but within the clear framework established by the Trust.

We want an educational experience which provides excellence for - and expects it from - everyone. We know that this is best achieved in a school where:

- the offer is broad, balanced, inclusive, enriching and effective in meeting the needs of young people;
- staff and students are supported and challenged to be the best versions of themselves;
- relationships are positive, well established and healthy;
- practice is based on evidence and underpinned by the notion that 'we can always do better'.

We are clear that this supports the development of children and young people (and adults) who are: resilient, courteous, optimistic, hardworking, self-disciplined, enthusiastic and creative.

DUNRAVEN SCHOOL OVERVIEW

Dunraven School's results are strong, remaining well above national averages and representing positive 'value-added'. Recognition of its marked progress has been significant and its journey as a school is important to us. For example:

- In February 2011 we were designated as both a National Support School and a Leading Edge School.
- In August 2011, we converted to Academy status.
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013.
- In summer 2013 our £20 million BSF programme was completed.
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.
- In 2018 the Dunraven Educational Trust began working in partnership with two primary schools. Van Gogh Primary joined the Trust on 1 September 2018 and was followed by Goldfinch in January 2019.
- In 2021, Rosendale Primary School and The Elmgreen School joined the Trust.
- In April 2023 we were judged as Good with Outstanding Features (Sixth Form and Personal Development) by Ofsted.

If you are successful in your application, you will share in the leadership and management of a staff who are hard-working, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers;
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners (National Support School, National

- Teaching School);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.
- a range of wellbeing benefits including a choice of two bicycle schemes and 24/7 employee assistance.

Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.

**The closing date for receipt of applications is Friday 13 December
Interviews will be scheduled thereafter**

GEOGRAPHY AT DUNRAVEN

The Geography department at Dunraven has an exciting and vibrant approach to teaching and learning across all Key Stages, with strong outcomes at Key Stage 4 and at Key Stage 5.

The Geography team work closely together in preparation and planning, in particular taking care to ensure our lessons reflect the diversity and variety of experiences in our south London community. Teaching takes place in dedicated classrooms, utilising an excellent range of digital and physical resources including interactive whiteboards in all classrooms. Staff are encouraged and supported to bring their own geographical interests and expertise into their teaching practice. Currently the department is keen to further develop its extracurricular offer, including fieldwork beyond the popular and successful compulsory elements.

The Department has developed an engaging scheme of work for Key Stage 3 Geography, grounding students in the important concepts of both human and physical geography. The team consistently delivers very strong lessons which are relevant and inspiring, reflecting ongoing developments in geographical pedagogy and ensuring a modern, diverse and knowledge-rich curriculum for all students. This programme of study enables students to make well-informed choices for GCSE, whereby students follow the Edexcel B GCSE course. Students have the opportunity of further study at KS5, where the full Edexcel A Level specification is followed over two years. In recent years, we have seen increasing uptake at KS4, and at KS5 several students from each cohort have been inspired to take their study of Geography to undergraduate level, including application to Oxbridge.

It is an exciting time to be part of a strong and dynamic team as we strive to achieve the very best for all students. We welcome your application.

The school is keen to support all aspects of staff development, personal and professional, and has a strong CPD policy.

SELECTION CRITERIA

Candidates will be expected to have the following skills and knowledge:

- An experience and understanding of the philosophy and pedagogy underpinning the delivery of Geography
- A thorough knowledge of their subject area, particularly in relation to the National Curriculum, GCSE, and 16-19 developments.
- An understanding of what constitutes best practice in Geography across Key Stages
- The appropriate skills required to be an efficient and effective teacher, and interest in developing this practice further.
- The ability to plan, organise, assess, monitor and evaluate effectively, and to maintain a stimulating learning environment.
- Effective interpersonal, written and oral communication skills.

- The skills required to be an effective form tutor.
- The ability to devise strategies for implementing policies leading to equality of opportunity.
- An understanding of and commitment to whole-school issues in a diverse school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school.
- To promote the enjoyment of geography beyond the classroom, such as through extracurricular societies and groups.
- The potential to develop management and leadership qualities.

S/he will be required to carry out the duties of a school teacher according to the *School Teachers' Pay and Conditions Document*, and in the light of the school's changing needs. Job descriptions are reviewed regularly and may be subject to modification or amendment after consultation.

EQUAL OPPORTUNITIES

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

SAFEGUARDING

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

HEALTH AND SAFETY

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school. Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

DATA PROTECTION

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

Please note: Dunraven is a non-smoking environment.

PURPOSE:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

REPORTING TO:

Director of Learning Geography

RESPONSIBLE FOR:

The provision of a full learning experience and support for students.

LIAISING WITH:

Principal/Head of School/Deputy, teaching/support staff, LA representatives, external agencies and parents.

WORKING TIME:

195 days per year. Full-Time

SALARY/GRADE:

ILPS TLR 2A

DISCLOSURE LEVEL:

Enhanced

MAIN (CORE) DUTIES

OPERATIONAL/ STRATEGIC PLANNING

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies, in liaison with the Director of Learning for Geography
- The day-to-day management, control and operation of course provision within the devolved area of the subject, including effective deployment of staff and physical resources.
- To actively monitor, and follow up and intervene to ensure effective student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Discipline, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- In conjunction with the Director of Learning for Geography, to lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, School Excellence Plan and the aims and objectives of the School.
- To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

CURRICULUM PROVISION:

- To liaise with the Director of Learning for Geography, and Senior line managers when appropriate, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Excellence Plan.
- To be accountable for the effective development and delivery of the subject.

CURRICULUM DEVELOPMENT:

- To lead curriculum development for the devolved area of the subject, in conjunction with the Director of Learning for Geography and the Geography team.
- To keep up to date with national developments in the subject area, and teaching practice and pedagogy.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that the development of the devolved area of the subject is in line with national developments.

STAFFING (STAFF DEVELOPMENT, RECRUITMENT/DEPLOYMENT OF STAFF):

- To work with the Director of Learning for Geography to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Appraisal Review(s) and if required act as reviewer for a group of staff within the designated area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate actively in the school's ITT programme, when required.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

QUALITY ASSURANCE:

- In conjunction with the Director of Learning for Geography, to ensure the effective operation of quality control systems within the subject.
- To assist with the process of the setting of targets within the subject and to work towards their achievement.
- To assist with the development of common standards of practice within the teaching of the subject and develop the effectiveness of teaching and learning styles across the devolved area of the subject.
- To contribute to the School procedures for quality assurance and to ensure adherence to those within the department.
- To monitor and evaluate the devolved area of the subject in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the subject's quality procedures meet the requirements of Self Evaluation and the Excellence Plan.

MANAGEMENT INFORMATION:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Director of Learning for Geography and the Senior line manager, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the devolved area of departmental performance and development, as required.

COMMUNICATIONS:

- To ensure that all staff teaching Geography are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the views and interests of staff teaching Geography fairly.

MARKETING AND LIAISON:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To assist with the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES:

- To assist with the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, organising and maintaining equipment and stock, and keeping appropriate records.
- To assist the Director of Learning for Geography in liaising with the Senior Line Manager in order to ensure

that the subject's teaching commitments are effectively and efficiently time-tabled and roomed.

PASTORAL SYSTEM:

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the student conduct system is implemented in the department so that effective learning can take place.

TEACHING:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

ADDITIONAL DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

OTHER SPECIFIC DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To engage actively in the appraisal process.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by school leaders to reflect or anticipate changes in the job which are commensurate with the salary and job title.

November 2024