# Abbey Grange C of E Academy

# **Recruitment Application Pack**

# Subject Leader: Geography



A member of



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# Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

# To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



Helen Pratten & Catherine Garrett Co-Chief Executive Officers Abbey Grange has given me the tools to dream big and believe that I can achieve anything in life.

Student



Abbey Grange C of E Academy Butcher Hill, Leeds, LS16 5EA

# Subject Leader - Geography

Salary: MPS/UPS plus TLR 2B (£4,781 FTE)

#### Reference: AGA109

#### Required for: September 2021

Abbey Grange is a thriving, highly successful and over-subscribed 11-18 Church of England convertor Academy which serves communities right across the city of Leeds. Our students come from all over the city to receive an education in which we all work together to challenge them academically, support them pastorally and help them develop socially and spiritually. Abbey Grange is part of the Abbey Multi Academy Trust.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower' and we are well on our way to achieving this. Ofsted graded us a 'good' school in February 2017 and we celebrated our GCSE results in 2019 with 72% of our students achieving 9-4 in English and Maths, and an above average Progress 8 score of +0.26.

We are seeking to appoint a highly motivated, energetic and forward-thinking Subject Leader of Geography to lead our busy and vibrant department. The successful applicant will have excellent subject knowledge, a track record of delivering excellent student achievement, the ability to teach inspirational lessons across the ability range and Key Stages from KS3 to KS5 consistent with this popular subject. As Subject Leader you will have the drive, skills and experience to develop the department to its full potential and be willing to contribute to the wider life of the Academy.

As a Subject Leader we will nurture, challenge and support you throughout your career here at Abbey Grange.

You will be:

- A routinely good/outstanding teacher with the ability to teach all aspects of Geography at KS3/KS4 and KS5
- Able to encourage and enthuse students to achieve their full potential
- Inspirational to colleagues and students sharing best practice We can offer:
  - An Academy and Geography Department that will allow you to be inspirational, creative and play an active part on our journey to becoming 'outstanding'
  - Tailored CPD with a commitment to support your career ambitions
  - A Department which welcomes new ideas with energy and enthusiasm

This is a genuinely exciting time to join our Academy. If you are looking to join an Academy with happy positive and polite students and staff, then we want to hear from you.

Whilst we would normally welcome visits to the academy, given the current situation we are facing regarding COVID-19 we are unable to accommodate this at present, however if you would like to ask any question please contact the Recruitment Team via <u>Recruitment@abbeygrangeacademy.co.uk</u>

Abbey Grange C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check.

#### Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The closing date for applications is **Wednesday 19<sup>th</sup> May 2021 at 8am**.

To apply please download recruitment pack and email completed application form to:

Recruitment Team <u>Recruitment@abbeygrangeacademy.co.uk</u>

#### Interview date: TBC

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 2757877.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

# Queries

If you have any queries on any aspect of the application process or need any further information please contact us at <u>Recruitment@abbeygrangeacademy.co.uk</u>

Job Title: Subject Leader - Geography

Salary Scale: MPS/UPS plus TLR 2b

Reporting to: Achievement Director: Curriculum

# Overall purpose of the post:

To support the Director of Achievement in his/her key role and undertake reasonable tasks as requested.

- Ensuring consistently high levels of progress for all students
- Ensuring high standards and expectation from students and staff
- Ensuring the provision of high quality teaching and learning

To work with leadership at all levels to support achievement across the Academy.

# Key responsibilities:

- To provide a lead for high quality teaching and learning within the subject.
- To ensure high standards of achievement and progress for all students within the curriculum area.
- To support the Achievement Director to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the Academy's strategic objectives.
- To lead on the development and implementation of effective assessment and monitoring systems within the subject.
- To lead the subject in tracking and intervention across the age and ability range.
- Support the Director of Achievement, to devise and implement quality assurance systems, including regular learning observations, learning walks and work scrutiny, in line with the Academy procedure.
- To play a significant role in the development and the promotion of the curriculum area.
- To undertake and support subject-specific staff training and professional development within the curriculum area.
- To take a leading role with the Achievement Director in the Curriculum Area Development Plan and self-evaluation processes.
- To lead, monitor and ensure delivery of a Subject Improvement Plan and self-evaluation processes within the context of the Academy's Improvement Plan and self-evaluation processes.
- Support aspects of the Performance Development procedure within the Subject.
- To manage the resources of the Department, including the effective deployment of staff, physical and financial resources, within the limits of the delegated budget and in accordance with the Academy's financial procedures.
- To ensure effective use and transfer of performance data at all transition points.



#### **Responsible for:**

- Leadership, support and accountability of a subject team to ensure high expectations and high standards of teaching and learning.
- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students study in the subject, in accordance with the aims and ethos of the Academy.
- To set, monitor and evaluate subject and individual student progress targets to make a measureable contribution to whole Academy targets.
- To monitor and evaluate the subject in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.

# Key Tasks:

# Educate

## **Teaching & Learning**

- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.
- To ensure appropriate, effective and exciting Schemes of Work are created and delivered to support the subject.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To ensure the effective operation of quality assurance systems and ensure adherence within the subject.
- To co-operate with other subjects to ensure a sharing and effective use of resources and experiences to the benefit of the Academy and the students.

#### Achievement/Progress

- To ensure the implementation and evaluation of intervention strategies to ensure excellent student progress.
- To ensure progress data of all teachers within the subject is up to date, accurate and used effectively as required.
- To liaise effectively with the Exams and Assessment Team and relevant examination and awarding bodies.
- To ensure transfer of performance data from feeder primary schools and other transition points to teaching staff within subject.



# Nurture

- To support the implementation of the Behaviour Policy within the subject so that effective learning can take place.
- To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.

# Empower

#### Staff

- To work alongside the Achievement Director of ensure staff training needs are identified and appropriate programmes are designed to meet such needs.
- To support the effective and efficient deployment of classroom support.
- To support the use of analysis and evaluation of performance data as part of Performance Management.
- To ensure the maintenance and production of the Self Evaluation portfolio for the subject.
- To ensure the production of reports within the quality assurance cycle.
- To participate in and support the Academy's ITT and Schools Direct Programme.
- To support the implementation of Academy policies and procedures eg Equal Opportunities, Health & Safety etc.

# Students

- To ensure the involvement of Student Voice in the production of Self Evaluation and the development of the subject.
- To ensure that the delivery of the subject within the curriculum area delivers on the Academy's Mission Statement to empower students.

# Partnership

- To ensure effective communication/consultation, as appropriate, with the parents/carers of students, monitoring the overall accuracy and quality of reports to parents/carers, ensuring all deadlines are met.
- To lead on the development of effective subject links with partner schools and other external partners.
- To ensure the effective promotion of the subject at Open Days/Evenings, 'Moving on' Evenings and other events.

# **General Duties:**

- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.



- To act as Form Tutor and class teacher as required.
- To contribute to the PHSCE programme as required.

#### Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEOs/Executive Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEOs/Executive Principal.

Name (Please Print):

Signature:

Date:



	Qualifications	Essential		Desirable				
1	Qualified teacher status for England (or equivalent)	A	R					
2	Relevant degree (or equivalent)	А	R					
3	Recent, relevant professional learning and development	А	R					
4	Completion of, or working towards, additional professional qualifications				A	R		
	Professional knowledge, skills and abilities		Essential			Desirable		
1	Evidence of high expectations which inspire, motivate and challenge every student	A	R	I				
2	Evidence of track record of results that exceed expectations	A	R	Ι				
3	Demonstration of in-depth subject and curriculum knowledge	A	R	I				
4	Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress	A	R	I				
5	Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning		R	I				
6	Awareness of the need to safeguard students' well- being, in accordance with statutory provisions and policies		R	Ι				
7	Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change	A	R					
8	Successful experience in leading and managing change and innovation				A	R	I	
9	Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal	A	R	I				
10	Active involvement in the development and improvement of teaching and teaching	А	R	I				
11	Secure commitment to a clear vision and direction for the subject	А		I				
12	Awareness and understanding of the wider educational context and national accountability frameworks	A	R	I				
13	Knowledge of/involvement in educational research on teaching and learning				A	R	Ι	
14	Consistently good and outstanding teacher of Geography and ability to teach 'A' level	A	R	I				
15	Up to date knowledge of development in Geography	Α	R					
16	Confident in the use of ICT to support learning	А	R					
	Experience		Essential			Desirable		
1	1 Experience of teaching Key Stage 5 Casesaby		R					
2	Experience of teaching Key Stage 5 Geography Successful working relationships with students, staff, parents/carers	A A	R	I				
3	Experience of school improvement planning				A			
4	Experience of monitoring classroom performance across school/Academy	A						



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5	Significant, substantial and successful experience in a post of responsibility in a school/academy				A	R	
6	Successful experience of developing and implementing systems and structures to manage, track and evaluate policy, change and improvement.	A	R	I			
7	Experience of pastoral/tutor role	А					
8	Experience of cross curricular initiatives/projects or whole school developments				A		
9	Experience of implementing and developing curriculum change in Geography				A	R	
10	Managing finance/budget	А	R				
	Professional Attributes, Qualities and Values	Essential		Desirable			
1	Track record of making a positive contribution to the wider life of the school/Academy and community	A	R				
2	Developed effective professional relationships with all		R				
3	Ability to reflect critically, and respond to, performance and feedback	A	R	I			
4	An inspirational leader, passionate about teaching and learning	A	R	I			
5	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	A	R	I			
6	Ability to articulate, communicate and support the ethos and values of Abbey Grange			I			
7	Enabling the highest levels of student achievement through translating vision, ethos and values into practice						
8	Enthusiasm to take the Academy forward through a process of change, development and ongoing improvement			I			
9	Commitment to leadership by example	А		I			
10	Excellent interpersonal, written and oral communication skills			I			
11	High level of emotional intelligence and self-awareness		R				
12	Resourceful and creative		R				
13	Excellent time manager		R				
14	Consistently good and outstanding teacher of Geography and ability to teach GCSE and A Level.		R				
15	Inspire, challenge, motivate staff and pupils towards a shared vision		R	I			
16	Foster an open, fair and equitable culture, managing conflict where necessary		R	Ι			
17	Prioritise, plan and organise self and others across the wide range of responsibilities		R	Ι			
18	Think creatively in order to anticipate and problem solve		R				
19	Support for the Christian ethos of the Academy	Α					
20	A willingness to play a full part in Academy life and activities outside the classroom	A		Ι			



# The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter 'I' to interview 'R' to reference

Candidates should address at least all items marked 'A' Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.



# Abbey Grange C of E Academy

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## Abbey Multi Academy Trust

c/o Chapter House Abbey Grange C of E Academy Butcher Hill Leeds LS16 5EA **Website:** www.abbeymat.co.uk **Email:** enquiries@abbeytrust.org





