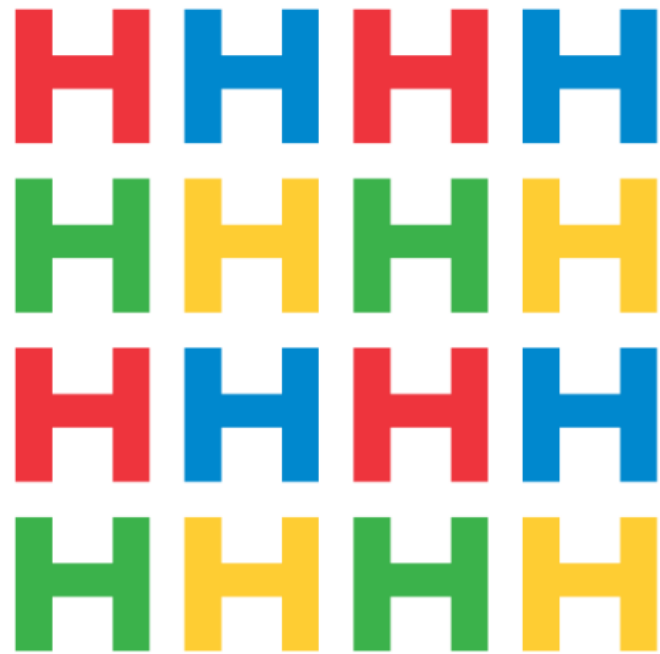


Briefing Pack for Applicants Subject Leader of Geography



HANDSWORTH GRANGE
COMMUNITY SPORTS COLLEGE

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Subject Leader of Geography
Location: Handsworth Grange Community Sports College
Pay scale: Teachers Pay Scale- MPR/UPR plus TLR2C - £7,490 per annum
Contract: Permanent, full time x term time
Start date: As soon as possible

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a well-motivated Teacher of Geography to join our outstanding Humanities team, the successful candidate will:

- have very high expectations of all students at all times
- play a full part in the life of the school community, support the Trust and school mission and ethos and encourage staff and students to follow this example
- ensure the consistent delivery of good achievement and progress for all students
- contribute significantly to the continued development and success of the Physical Education Department
- be a positive team player with a strong commitment to professional development

Candidates are encouraged to have an informal discussion about the role with Steve Moran Assistant Headteacher smoran@handsworth-mlt.co.uk

The closing date is at 9am on Monday 07 October 2024 and interviews will take place week commencing 14 October 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school website www.hgcsc.co.uk
Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.
Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapelton Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.



Suzy Mattock
Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Subject Leader of Geography
GRADE/SALARY	Teachers Pay Scale MPR/UPR plus TLR2C - £7,490
HOURS/WEEKS	Full time, term time
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	SLT Line Manager Steve Moran
PURPOSE OF THE JOB	Strategic leadership for the development and management of the geography department
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none">• Qualified Teacher Status• A Degree in relevant field• Ability to teach Geography at Key Stage 3 and 4

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

- To lead the geography department
- To support the development of subject learning resources for Geography by leading on curriculum planning and advising on options guidance
- To be involved in the performance review of the subject and colleagues.
- To support student assessment, and high-quality reporting procedures within the subject areas
- To monitor the examination performance of these subjects with subject staff
- To manage, in an effective and participative manner, the quality of teaching and learning in the subjects, developing strategies to maximise quality of delivery and achievement levels for all abilities.
- To line manage colleagues within Geography
- To monitor, control, support and evaluate the use of subject resources, including staffing ensuring appropriate deployment and contribute to proposals for new resourcing.
- To seek, compile, evaluate and disseminate information appropriate to the effective delivery of teaching and learning within Geography.
- To manage and develop administrative systems as appropriate.
- To interpret all policies for implementation at subject level.
- To manage the subject in such a manner as to ensure the meeting of the requirements of the National Curriculum and examination syllabi, the delivery of quality teaching and learning,
- To manage the tracking of student progress including data analysis and devising and implementing intervention plans where appropriate.
- To maintain an overview of the KS4 and Post 16 options process for the subjects
- Regular line management meetings with staff to monitor impact of improvement.
- Design, implement and evaluate communication systems including subject meetings
- Accountability for Improvement of Teaching and Learning in the subject area.
- Monitoring of Subject Assessments and examination systems including tracking and the coordination of target setting for subjects and students and examination reviews.
- Supporting intervention strategies to tackle underachievement at subject level including support and challenge for all including vulnerable groups e.g. pupil premium.

Curriculum

- Overall Leadership of the curriculum within Geography including curriculum design and, evaluation, ensuring appropriate routes for all abilities.
- Overall accountability for monitoring of programmes of learning and lesson planning, specifically focusing on appropriate differentiation.
- Regular meeting with colleagues to develop the subjects.
- Meeting with SLT to develop provision and share effective practice within and across the subjects.
- Coordinate subject involvement in Geography.

Quality Assurance

- Contribute to the subject Improvement plan, ensuring whole school improvement priorities are addressed within it.
- Support the SIT cycle within Geography.
- Act as performance reviewer for identified staff and that targets set are rigorous and reflect whole school and subject improvement plan.
- Identification of Strengths and Areas for Improvement through SIT and QA across the subject.
- Supporting the reward system and the system for positive behaviour.

Staff Development

- To identify training needs for subject staff.
- To establish and lead in-house subject training and development as appropriate.
- To establish clear support mechanisms for subject colleagues.
- To serve as an appraiser.
- Support of staff who are causing concern.

Resources

- Lead, manage and monitor all resources, including capitation within Geography.
- Accountability and responsibility for ensuring that all school polices are met by every member of staff.
- Supporting the investigating and addressing complaints from parents.
- Supporting recruitment process within Geography.

Communication

- Attend TLS meetings as outlined on school calendar.
- Contribute to the development of the subject MLE.
- Coordinate contribution to the termly school newsletter.

General

- Coordinate subject examination entries.
- Coordinate staff attendance at recruitment evenings
- Participate in meetings within the agreed 1265-time budget at a level commensurate with the post.
- Any other reasonable duties as directed by Head teacher at a level commensurate with the post.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Post title: Subject Leader of Geography

Minimum Essential Requirements

Method of Assessment

QUALIFICATIONS AND TRAINING

Qualified Teacher Status

AF/I

Degree in related Subject

AF/I

Ability to teach Geography at Key stage 3 and 4

AF/I

KNOWLEDGE AND EXPERIENCE

Experience in Secondary education

AF/I

Experience of analysing data

AF/I

PROFESSIONAL DEVELOPMENT

Evidence of a commitment to Continuous Professional Development

AF/I

SKILLS

Can forge positive relationships with staff, pupils, and parents

AF/I

Can analyse data to ensure pupil progress

AF/I/AA

Excellent IT skills

AF/I/AA

Excellent communication skills to manage interaction with a diverse range of stakeholders

AF/I

Ability to manage multiple tasks and manage time effectively

AF/I/AA

Ability to work accurately and with attention to detail

AF/I/AA

QUALITIES AND ATTRIBUTES

Have great interpersonal skills with the ability to connect with young people and families

AF/I

Resilience to deal with the challenges faced in this area of work

AF/I

Have a visible and positive presence around school and be an advocate for the department

AF/I

High expectations of self & others

AF/I

Energy and commitment to professional responsibilities and to the betterment of all pupils

AF/I

EQUAL OPPORTUNITIES AND SAFEGUARDING

An understanding of safeguarding issues and promoting the welfare of children and young people

AF/I

A commitment to safeguarding pupils

AF/I

Suitability to work with children

AF/I

A commitment to equal opportunities

AF/I

Ability to recognise discrimination and willingness to put Equality Policies into practice

AF/I

Key: AA = Assessed Activity AF = Application Form I = Interview R = Reference

Section 6: The Appointment Process

These notes are intended to guide you when making an application.

- The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
- Education and Training
State your qualifications and any training you have undertaken relevant to the post.
- Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
- Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
- Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
- The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
- Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
- The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
- Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
- Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
- Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.