CANDIDATE INFORMATION PACK

JOB TITLE Temporary Teacher of Geography (Maternity Cover)

Are you an innovative, enthusiastic and passionate Teacher of Geography?

Then this will be the job for you.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are proud to be Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025.

We are committed to supporting flexible working and welcome applications from candidates seeking part-time or flexible arrangements.

SALARY	Commensurate with skills and experience
TERM/ HOURS	Temporary 0.75 - 1.0FTE from 1 September 2026 to Easter 2027 in the first instance. We are open to explore and consider other combinations of this staffing as part of the application process to recruit the strongest candidates. Please indicate on your application form if your preference is for 0.75 or 1.0FTE.
CLOSING DATE	9am Wednesday 18 March 2026 Interviews expected to be held Wednesday 25 March 2026

HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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GRAMMAR SCHOOL

Temporary Teacher of Geography

Maternity Cover

Department Information

We are looking to appoint an outstanding temporary Teacher of Geography for a suitably qualified candidate.

The successful candidate will teach Geography up to GCSE alongside some KS3 RE and History. Hence, experience teaching Geography is essential, and experience teaching RE and/or History would be highly desirable. All lessons for RE and History would be fully planned and resourced to support the development and wellbeing of the successful candidate.

The Geography department consists of a dedicated group of teachers who have a passion for teaching the subject. We currently have two Geography specialists working under the direction the Subject Leader. The department is well equipped with resources, with spacious and inviting classrooms at the heart of the school, 2 study rooms with computers that students and staff freely use, a bank of iPads for the department, and recent investment in new fieldwork equipment that enables us to offer comprehensive, innovative experiences to our students.

We are proud of the many opportunities our students get to experience the subject beyond the classroom. This includes fieldwork experiences in every year group, and extra visits to London, Iceland, and Italy. We are also incredibly proud of the fantastic results we achieve every year, placing us as one of the best geography departments in the country, for all school types.

At present, Geography groups are taught in mixed ability groups at Key Stages 3 and 4. We currently have at least four groups in each year group at GCSE and one group in each year group at A Level. We are consistently one of top 3 most popular option choices for Year 8 students and have had a growth in A-Level numbers in recent years.

This demonstrates our status as a well-respected department in a very acclaimed setting.

The department is always looking at ways of developing its curriculum and widening the experience for students so expert subject knowledge and a passion to lead extra-curricular activities in Geography are highly desirable, alongside any experience or expertise in GIS.

We are looking for an enthusiastic and committed teacher—whether experienced or an Early Career Teacher (ECT)—who is eager to develop their teaching expertise in an outstanding school.

You will need to:

- believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- be a reflective practitioner wanting to develop and hone your craft to the highest level
- be an inspirational teacher who builds excellent relationships and motivates students

Responsibilities

Specific responsibilities are outlined in a detailed job description.

In addition to this, teachers at Heckmondwike Grammar School are expected to be effective and reflective professionals who challenge and support all pupils to achieve their best. They should:

- Inspire confidence, build team commitment, and engage and motivate students.
- Think analytically about their work and take positive action to improve the quality of pupils' learning.
- Encourage high standards of academic and personal achievement.

- Act as positive role models for students.
- Contribute actively to the policies and aspirations of the school and the Geography department.

What We Offer

- **Motivated, ambitious students** who are eager to learn and succeed.
- **A supportive and creative team** dedicated to student progress.
- **Well-equipped, specialist classrooms** to enhance teaching and learning.
- **A learning-centred school** where best practice is a priority.
- **Comprehensive CPD opportunities** to support professional development and career progression.
- **A vibrant, collaborative community** of like-minded professionals.

What You Will Bring to the Role

- A **degree in a relevant discipline** and a recognised **teaching qualification**.
- Up-to-date knowledge of the **11-18 curriculum** and educational best practices.
- A strong classroom presence with the ability to **inspire and motivate students from KS3 to KS5**.
- Effective **ICT skills** and an understanding of how technology can enhance teaching and learning.
- A willingness to contribute to extracurricular **activities** and the wider school community.
- Confidence in contributing to **curriculum development**, including schemes of work and teaching materials.
- Energy, enthusiasm, and a passion for Geography.
- A **suitability to work with children**, with a commitment to safeguarding and student well-being.

Why Should You Apply?

Heckmondwike Grammar School is a unique learning environment, home to students who are eager to learn, ambitious in their aspirations, and keen to make the most of their educational experience.
We take pride in:

- Our **diverse school community**, which consistently achieves **exceptional results**.
- A school culture that **supports students' academic success and personal development**.
- **Strong relationships between staff and students**, creating a positive learning environment.
- **High expectations**, which drive students to excel.

We also offer:

- A **competitive salary**.
- Membership of the **Teachers' Pension Scheme**.
- A range of **well-being benefits**.

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heck-grammar.co.uk/vacancies.

We look forward to receiving your application

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on https://www.gov.uk/government/organisations/ministry-of-justice.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.

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JOB DESCRIPTION

POST TITLE: Temporary Teacher of Geography - Maternity Cover

SALARY GRADE: Commensurate with skills and experience

WORKING HOURS: 0.75FTE to 1.0 FTE from 1 September 2026 to Easter 2027

RESPONSIBLE TO: Subject Leader – Geography

Professional Characteristics

Teachers are expected to be effective professionals who challenge and support all pupils to do their best. Teachers should inspire confidence, build team commitment, engage, and motivate their pupils. They should think analytically about their work and take positive action to improve the quality of pupils' learning. They will encourage high standards of academic and personal achievement and be a good role model for the students in the school. They will make an active contribution to the policies and aspirations of the school and their department.

Teaching

1. To encourage high standards of academic and personal achievement, appearance and conduct in all pupils, taking account of the published aims of the school;

2. To contribute to the teaching and development of a specialist subject or subjects under the direction of the appropriate Subject Leader;

3. To plan and prepare courses;

4. To deliver well-planned and effective lessons designed to meet individual pupil needs including the setting and marking of work to be carried out by the pupil in school and elsewhere;

5. To ensure that adequate homework is set in line with school policy and the published homework timetable;

6. To ensure that pupils' work is regularly assessed;

7. To assess, record and report on the development, attainment and progress of pupils in the form and at intervals required by the school;

8. To use information on prior attainment of pupils to set appropriate targets, provide effective feed back and monitor progress;

9. To analyse the progress and attainment of pupils and teaching groups against internal, local and national data;

Other activities

10. To encourage and foster extra-curricular activities;

11. To be a form tutor of an assigned form and to carry out the related duties described in the Staff Handbook;

12. To provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;

13. To make records of and reports on the personal and social needs of pupils;

14. To communicate and consult with the parents of pupils;

15. To participate in meetings with colleagues, parents and pupils for any of the purposes described above;

16. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

17. To share responsibility with other users for the care of furnishings, fittings and equipment in any room particularly assigned;

18. To carry out any reasonable professional activity as requested by the head teacher from time to time;

Appraisal

19. To participate in arrangements for appraisal of performance, including that of other teachers;

Review, induction, further training and development

20. To review methods of teaching and programmes of study on a regular basis;

21. To participate in arrangements for further training and professional development as a teacher including those needs identified in appraisal objectives or appraisal statements;

Educational Methods

22. To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, Health and Safety

23. To maintain good order and discipline among the pupils and safeguard health and safety both on the school premises and when they are engaged in authorised school activities elsewhere;

Staff Meetings

24. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Administration

25. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers;

26. To attend assemblies, register the attendance of pupils and supervise pupils whether these duties are performed before, during or after school sessions;

Public Examinations

27. To participate in arrangements for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations;

Cover

28. To supervise and as far as practicable teach any pupils whose teacher is not available to teach them subject to the limits on cover as defined in the Pay and Conditions document;

UPS 3 Teachers

Teachers on point 3 of the upper pay spine play a critical role in the life of the school. They are highly experienced classroom teachers who will have grown professionally since passing the threshold.

The School Teachers' Pay and Conditions Document 2004 defines additional roles for teachers on point 3 of the Upper Pay Spine:

- to provide a role model for teaching and learning;
- to make a distinctive contribution to the raising of pupil standards;
- to contribute effectively to the work of the wider team;
- to take advantage of opportunities for professional development and use the outcomes effectively to improve pupils' learning.

UPS3 teachers are therefore expected to make a significant contribution to the leadership and management of their departments and the school.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

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Person Specification: Temporary Teacher of Geography (Maternity Cover)

Essential	Desirable	Evidenced by
1. Suitably qualified - degree in relevant discipline plus teaching qualification.	Good honours degree.	Application form, confirmed with original documents.
2. Clear view of the place of the subject in the curriculum and its future development.		Letter. Interview.
3. Evidence of successful teaching and ability to inspire and motivate pupils in KS3 to KS5.	Experience includes successful teaching. Experience of teaching able students.	References. Interview. Lesson observation.
4. Excellent organisational skills and ability to meet deadlines.		References. Interview.
5. Presentational skills, confidence and fluency to deal confidently with pupils, parents and others.		References. Interview. Lesson observation.
6. Open, approachable yet firm in application of standards.		References. Interview. Lesson observation.
7. Commitment to wider life of the department and school.	Evidence of prior commitment to extra-curricular activities.	Letter. Interview.
8. Energy and enthusiasm.		Interview.
9. ICT skills and an understanding of the potential for use of ICT for teaching & learning.	Evidence of good ICT training or qualification.	Interview. Lesson observation.
10. Able and confident to contribute to development of schemes of work and teaching & learning materials.	Experience of contribution to creation of schemes of work and/or teaching and learning materials.	Letter. References. Interview.
11. Suitability to work with children.		References. Interview. DBS check.

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Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.

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STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings

- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs.

- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.

- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.

- There are numerous ad-hoc social events throughout the year.