



**HEAD OF GEOGRAPHY – INFORMATION FOR CANDIDATES  
FOR APPOINTMENT IN SEPTEMBER 2018  
CLOSING DATE FOR APPLICATIONS: 5<sup>th</sup> March 2018**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-added scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the classroom, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 680 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 12 boarding Houses, each with around 60 pupils from all year groups.

The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

All teaching staff play a full part in the boarding and co-curricular life of the school.

## **About the Geography Department**

Geography is flourishing at the School, and is a popular option at IGCSE, A Level and as part of the IB Diploma.

The Geography Department comprises five recently refurbished classrooms, including one room which is a Harkness classroom, exemplifying our dynamic, innovative and engaging pedagogical approach. Teachers are supported in reflecting on their classroom practice and developing new ways of enhancing pupils' learning as we strive to develop independence and intellectual curiosity in our pupils.

Junior and Senior Geography Societies help to enhance and enrich pupils' understanding of Geography through regular workshops and presentations, which may be led by members of the department or by external guest speakers. The Department has close links with the Geographical Association and hosts numerous lectures, seminars and revision courses throughout the academic year.

## **About the role**

The Head of Department Reports to the Deputy Head Academic and is responsible to the Warden. The role relates to pupils, other teaching staff, non-teaching staff and parents.

Responsibilities:

- Provide academic leadership within the department, including:
  - Continually seeking to improve the quality of teaching and learning
  - Develop and implement the Departmental Development plan
  - Maintain appropriate schemes of work
  - Develop and monitor appropriate policies
  - Maintain appropriate choice of exam syllabuses
  - Provision of academic enrichment opportunities
  - Ensure effective communication and exchange of ideas through regular departmental meetings
- Support the professional development of the teachers within the department through effective coaching, mutual lesson observations and collaborative planning and work scrutiny
- Analyse and report on public examination results, feeding back into the departmental plan
- Administer public exam entries within the subject, including managing completion of all internally assessed coursework
- Set and manage the departmental budget
- Provide structures for tracking pupil progress and monitoring the resultant actions to continue to raise achievement levels
- Implement the policies of the School as part of the School middle leadership team.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.*

St Edward's operates its own pay scale and teachers are entitled to be members of the Teachers' Pension scheme. Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

## About the Candidate

The Head of Geography should be an inspirational and energetic teacher, who can teach Geography at all levels, from Year 9 to Year 13 including preparation for Oxbridge entrance. Experience of the International Baccalaureate is desirable but by no means essential. Heads of Department are an important part of the School's management structure and the Head of Geography will be expected to play a full part in implementing the School's academic vision.

<b>Person Specification Characteristics</b>	
A good honours degree in Geography or a closely related subject	Essential
Educational qualifications (PGCE, M.Ed)	Desirable
An outstanding classroom practitioner	Essential
Able to work flexible hours, including some evening and weekends	Essential
Passion for the subject	Essential
Able to enthusiastically contribute to the wider life of the school e.g. sports, music, drama, CCF, Duke of Edinburgh or other co-curricular activities	Essential
A proven track record of building and maintaining good relationships with pupils	Essential
A proven track record of building and maintaining effective working relationships with colleagues	Essential
Excellent communication skills (written and spoken)	Essential
Awareness of, and willingness to use, contemporary educational research	Desirable
Experience of leading a team	Desirable
Committed to safeguarding children and young people	Essential

## Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

## Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

## **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to teach a lesson and possibly observe a lesson and in turn give feedback to the Deputy Head Academic. They will also be given a tour of the School by a pupil. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org).

Completed forms should be emailed or posted to [wardenpa@stedwardsoxford.org](mailto:wardenpa@stedwardsoxford.org) / the Warden, St Edward's School, Oxford OX2 7NN. Closing date for applications is 12 noon on 5<sup>th</sup> March 2018.

If you would like further information about this post, please contact Gavin Turner, Head of Geography, preferably by email: [turnerg@stedwardsoxford.org](mailto:turnerg@stedwardsoxford.org).