

JOB DESCRIPTION

Job Title	Head of Geography
Department	Teaching
Function	Academic
Reports to (Job Title)	Assistant Head Teaching and Learning (BG)
Location	Bilton Grange Preparatory School, Dunchurch, Rugby, Warwickshire, CV22 6QU

JOB PURPOSE

The primary responsibility will be to teach Years 6-8 depending on the timetabling needs of the school. The post holder will be a Form Tutor. This is an exciting opportunity for a gifted teacher with insight, enthusiasm, flair and the personal qualities needed to win the confidence of staff, parents and children. An ability to contribute either to girls' or boys' games, and/or to the wider active life of the school, will be considered an asset. Above all else the postholder will need to be committed to outstanding teaching and learning, and to understand the busy nature of prep school life.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- To take full responsibility for leading and managing the Geography department and to teach within that department from Years 6 – 8
- To support the geography component of Humanities teaching within the Pre-Prep and Year 4 & 5 and to hold and keep records of departmental meetings building the team cohesiveness and ensuring direction.
- To be responsible for the GAT register for Geography, developing an enriching programme to cater for children of all abilities
- To teach the Academic Scholars and prepare them for academic scholarships to their chosen senior school
- To arrange and coordinate a programme of activities within the department and to plan regular educational visits
- Promoting the profile of Geography in school and the wider community through the excellent teaching of well-prepared lessons and engaging of all students, regardless of ability level
- To plan in-service training in Geography as necessary
- A committed, enthusiastic, exciting and professional approach to his or her teaching is required, sharing in the objectives of the school. It will be important to maintain the classroom in good order, ensuring that there are lively and interesting displays of children's work, regularly updated, which promote the class teaching of that subject;

- To maintain and develop, in conjunction with the Assistant Headmaster Academic, the curriculum for all Geography in the department and to regularly monitor and evaluate its effectiveness
- To maintain an effective system of assessment and record keeping across all year groups, ensuring assessment informs planning and future progress of pupils
- To evaluate and monitor the progress of children in Geography
- To manage the Geography department budget, to formulate the department development plan, monitoring and evaluating as appropriate
- To ensure that parents are kept informed of their child's progress by written reports, informal communication and attendance at parents' meetings, dealing effectively with parental enquiries and concerns
- Being aware of the pastoral needs of the children, carrying out the duties of Form Tutor in a manner that will win the trust of young children and their parents;
- Being available in the Form Room from the appropriate time each morning to receive children and, where appropriate, having a brief word with their parents;
- Responding promptly to parental enquiries about tutees, being available for parents for discussion at mutually convenient times as well as liaising with the boarding team as appropriate;
- Recognising the shared responsibility that all staff have to the public perception of the school, being prepared to assist with school promotion where appropriate including Open Days, Activity weeks and weekend events;
- Being aware of procedures and safety requirements and the contents of the Bilton Grange staff handbook
- Attending courses and INSET as prescribed by the school
- To be aware of, and implement, all Health and Safety issues pertinent to the role
- Support the aims, objectives and ethos of Bilton Grange
- Set a good example in terms of dress, punctuality and attendance
- Undertake professional duties that may be reasonably assigned by the Headmaster
- All full-time staff are involved in the Games or Activities programme depending on the skill set of the candidate.
- Supporting and cooperating with colleagues and Senior Leadership to assist in the smooth running and good discipline of the school, contributing towards an atmosphere of cooperation and trust;

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in

accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

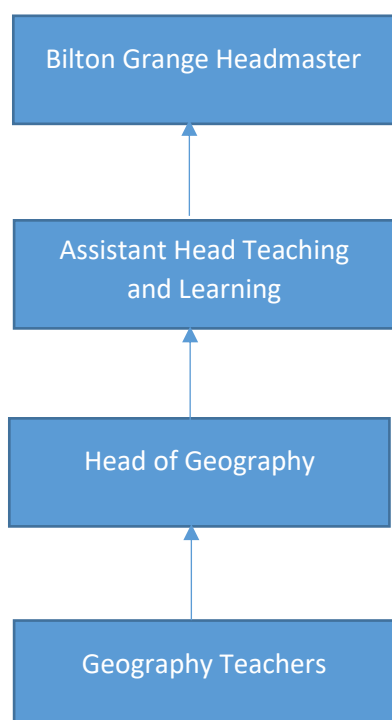
Further involvement in school life:

- A great feature of Bilton Grange is that many staff are also involved in extra-curricular activities such as sport and outdoor pursuits, Cubs and Scouts, Brownies and Guides, Music, Drama and so on. We would be very interested to hear about any ways in which applicants feel they might contribute to our extra-curricular programme, there might be additional passions which the post holder wishes to share with the children.
- All teachers are expected to contribute to the life of the school by undertaking evening duties; there is teaching on some Saturdays (although members of staff who teach on Saturdays benefit from a half day during the week). Some members of staff also undertake boarding duties, sometimes in return for fewer day-time duties.

RELATIONSHIPS

Internal	All Bilton Grange staff and pupils Head Matrons & Domestic Matrons School Nurse Administrator/Receptionist Headmaster Assistant Head Pastoral Teaching Staff/Tutors Catering staff Housekeeping Staff Maintenance Staff Head of Department at other RSG Schools
External	Parents Guardians/agencies Visiting School staff & pupils Other Prep and Senior Schools

ORGANISATIONAL CHART



PERSON SPECIFICATION

Teachers at different stages of their career should be confident to apply. Previous experience as a Head of Department is not essential.

	Essential	Desirable	Method of assessment
Qualifications	A graduate and a qualified teacher.	Geography degree.	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Ability to teach KS2 and KS3 Geography. Collegial approach.	Experience of 13+ Academic Scholarship. Head of Department experience.	Contents of the application form. Interview. Professional references.
Skills	A highly organised individual with the ability to plan, problem-solve and negotiate. To have the ability to win the respect of colleagues and children alike.	Someone who can quickly win the confidence of Bilton Grange parents.	Contents of the application form. Interview. Professional references.
Knowledge	Knowledgeable and inspiring, likely to be currently working as a teacher with a palpable love of their subject. Committed to prep school life.	Evidence of a commitment to promoting the health, welfare and safeguarding of children. Evidence of promoting, implementing, and monitoring equal opportunities across all aspects of the school.	Contents of the application form. Interview. Professional references.
Personal competencies and qualities	To have high aspirations but to manage those with pragmatism. Highly motivated, ambitious, upbeat,	Understanding of the Christian ethos of Bilton Grange, and committed to our values of inclusion, kindness and care for all.	Contents of the application form. Interview. Professional references.

	energetic, enthusiastic and hard-working. Calm under pressure with a good sense of humour. Flexible and collaborative. High professional and personal standards. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours. Positive attitude to use of authority and maintaining discipline.	To be a leader but also with the emotional intelligence to be a team player.	
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