

# APPLICATION PACK

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**Post:** Curriculum Leader of Geography

**Start Date:** September 2023

**Package:** MPS/UPS + TLR 2b

Teachers' Pension

Access to gym



Artsmark  
Platinum Award  
Awarded by Arts  
Council England



*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
An enhanced DBS check is required for all successful applicants.*

## **ABOUT US**

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent.

Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are.

We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

Our vision is that: **students unlock their pure potential to drive their future and thrive in society.**

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students.

The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world.

Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves. We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management.

Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school where young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017'.

### **Website**

Further details of the school, including breakdown of performance figures, can be accessed through: [www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.

## **The Geography Department**

The Geography Department at Hillview School for Girls is an enthusiastic and cohesive department. The department has 4 dedicated classrooms and a large office, providing work space with computers for staff. We also teach Travel and Tourism at GCSE and A-Level.

### **Staffing**

The Department's staff includes 4 teachers, they are expected to teach across KS3-KS5 and be prepared to teach some Travel and Tourism. The department is involved in initial teacher training: staff from the department deliver part of the theoretical aspects of teacher training as well as the day-to-day practical mentoring of trainees.

### **Courses**

Hillview School for Girls has a 2 week timetable, consisting of 25 periods per week. Each period is 1 hour in duration. In the fortnight, Years 7 and 9 have 3 lessons, whereas year 8 have 2 lessons.

Year 10 and Year 11 have 5 lessons a fortnight and they follow the AQA specification. Years 12 and 13 follow the Pearson Edexcel specification and have 9 hours of study per fortnight with an additional fortnightly assessment hour, which is supervised directed study time. Our Schemes of Work are adapted from the national curriculum and are all designed in order for the students to become global citizens and be more aware of the physical and human world today. Classes in Geography are all mixed ability, we have high expectations of all our students.

### **Extracurricular activities**

The extracurricular offer for students includes clubs such as Geography club and Eco club (run with Science). The department run revision sessions and drop-ins to support students at Key Stage 4 and 5. We also run a range of fieldtrips: Year 7 Bluewater, Year 9 Margate, Year 11 London and Year 13 Spain for their NEA.

### **The Post**

We are seeking to appoint a committed member of staff with a passion for Geography, who is enthusiastic about teaching across all key stages and engaging students in a love and appreciation of the subject.

The school is committed to staff development and provides excellent opportunities for career development.

A key attribute of the successful candidate will be the skill to further develop the talents of highly committed and enthusiastic Geography teaching and support teams.

## **Job Description**

### **Job Purpose**

To ensure the standards of learning across the department are outstanding and that the provision for curricular and extra-curricular Geography are consistently excellent.

### **DIMENSIONS**

#### **Students**

- Responsible for the effective implementation of the Geography curriculum.
- Overall responsibility for student achievement in Geography courses.

#### **Staff**

- Line Manage the teachers in the department
- Ensure that the department are following Hillview policies and ethos

#### **Budget**

- Responsible for the preparation and on-going control of the Geography Faculty budget.

**Reports to: Rebecca Edwins, Deputy Headteacher**

### **PRINCIPAL ACCOUNTABILITIES**

#### **Strategic Direction**

- Develop and implement the Geography faculty targets within the School Improvement Plan
- Implement policies and practices for the subject area, which reflect the school's commitment to high achievement and are consistent with national and school requirements.
- Establish short-term improvement plans for the development and resourcing of the subject that ensure a significant contribution to the whole school improvement plan.
- Monitor the progress made in achieving subject plans and targets, and evaluate the effects on teaching and learning within the subject.
- Review and report annually on the standards of teaching and learning in the department, consistent with the procedures in the school self-evaluation policy.
- Promote extra-curricular Geography.
- Monitor and ensure academic targets for the subject are met.
- Contribute, with other Middle Leaders, to improving the overall performance of students.
- To ensure curriculum meets the guidelines of external bodies.

#### **Teaching and Learning**

- Provide guidance to Geography staff on a choice of appropriate teaching and learning methods.
- If teaching within the subject area is judged to be requiring improvement, ensure the school's coaching programme is initiated.
- Provide regular feedback to teachers' which supports their progress in achieving their performance targets and impacts on students' learning across the subject.
- Develop and implement systems to record individual students' progress and that of individual classes to ensure department and school targets are tracked and met.
- Ensure schemes of work are developed appropriately to match current curriculum developments.

- Support and assist teaching staff to ensure they understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.

### **Leading and Managing Staff**

- Contribute to recruiting and selecting teaching staff to ensure high quality learning takes place.
- Develop individuals to enhance performance.
- Plan, delegate and evaluate work carried out by individuals so that high standards are maintained in both curricular and extra-curricular Geography.
- Create, maintain and enhance effective relationships so that the potential of those in the team is realised.
- Challenge practice that is found to be less than good in order to maintain high standards.

### **Resource Management**

- In consultation with the Line Manager secure and allocate resources to support effective learning and teaching that demonstrate value for money.
- Monitor and control the use of resources to ensure they are maintained in good condition.

***Please note that the successful applicant will be required to obtain an Enhanced Disclosure check.***

### **THE APPLICATION PROCESS**

A completed application form should be sent, by post or by email, to Mrs A Dennett (HR Manager) [dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Monday 17 April 2023

Interview date: To be confirmed