



# Maidstone Grammar School *for Girls*



## Head of Geography Department

TLR 2A £7,368pa

Required for September 2023 MPS/UPS Full-time





# The Post

Head of Geography Department  
TLR 2A £7,368pa  
Required for September 2023  
MPS/UPS Full-time

We are looking to appoint a creative, enthusiastic and inspiring Head of Geography to lead this important area of the curriculum from September. This is an excellent opportunity for the right person to join this outstanding school. The successful candidate will have the ambition and innovation to manage and develop this department.

We welcome applications from candidates who can demonstrate:

- a passion for teaching Geography
- commitment to promoting high quality teaching and learning within this department
- A commitment to extra curricular activities, in particular field work
- experience of teaching Geography to A level standard would be an advantage.

## The Team & Our Facilities

The Geography Department consists of a Head of Department and 3 colleagues. At A level Geography is a popular choice of subject amongst our Sixth Form students.



## Important Dates

\*Closing date for applications: 8am on 19th April 2023

Interview date: 21st April 2023

\*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## Job Description

### Core Purpose

The role of the Head of Department is to provide effective leadership in their specific subject areas and to build a team which can provide high quality teaching and learning in the specific subject areas. They are responsible for raising student attainment and achievement within their curriculum areas.

The post holder will:

- Report to a member of the Leadership Team
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991
- Provide professional leadership and management within the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students
- Be responsible for the overall management of the teaching of the Department and the learning and progress of students in the Department
- Be committed to professional self-development in order to carry out the job successfully.

### **Leadership**

- Line manage members of the Department
- Co-ordinate the Department's contribution to the School Development Plan
- Provide a link between the Department and the Leadership Group. Feed back results of all monitoring activities
- Maintain a Department "SEF" and handbook updating as required and presenting annually to SLT
- Provide an annual Department results analysis
- Liaise with colleagues in other Departments and the Leadership Group
- Take a lead on the development of Geography across the curriculum
- Have responsibility for Department budgets ensuring that they are utilised effectively.

### **Teaching and Learning**

- Ensure that teaching within the Department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of School policies.
- Monitor, formally and informally, teaching and learning in the Department and its subjects
- Review regularly all aspects of the Department's work to ensure progress
- Maintain records to demonstrate this.

### **Management**

- Create and maintain clear Department documentation (SEF, Schemes of Work, Handbook)
- Manage and organise resources
- Evaluate Schemes of Work
- Initiate and manage change to raise standards where necessary
- Lead Department meetings
- Set targets for the Department and monitor those targets against student performance
- Represent the Department at Curriculum Group Meetings.

### **People and Relationships**

- Act as a reviewer in the annual Appraisal Cycle
- Develop the role of members of the Department, in particular TLR post holders, by providing support and challenges for all aspects of their work
- Induct new staff in the Department
- Manage serious issues of behaviour management within the Department in line with school policy

### **Health and Safety**

- Implement the Health and Safety Policy of the School, including the production of subject specific Health and Safety Policies where relevant
- Monitor all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene
- Include Health and Safety on the Agendas of Department Meetings at least termly.

### **Assessment**

- Oversee the assessment and recording of students' performance in the subject(s) in line with School policy and process
- Monitor the performance of students across the school in the subject(s) through the use of Department and whole school data
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to a member of the Leadership Team
- Ensure that appropriate baseline assessments are carried out to assess intake standards
- Track student progress over time within the Department.

### **Student Support**

- Identify students who are under-achieving in the Department and liaise with the Head of Study as necessary.

## Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

# Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good honours graduate</li><li>• Good secondary school qualifications</li><li>• Qualified teacher status</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Passion for Geography and an ability to communicate this to others</li><li>• Ability to inspire and motivate others</li><li>• Capacity for hard work and high expectations of self and others</li><li>• Supportive approach to others, and an ability to relate well to colleagues and students</li><li>• Ability to lead a team, and to work well within teams</li><li>• Ability to make difficult decisions</li><li>• Generosity of spirit</li><li>• High expectations of students</li><li>• Willingness to contribute to extra-curricular activities</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Excellent teaching skills</li><li>• Excellent communication skills</li><li>• Excellent capacity for leadership and management</li><li>• Understanding of the importance of modelling in leadership</li><li>• Good communication skills, including the effective use of ICT</li><li>• Thorough knowledge of the subject</li><li>• Understanding of the impact of Geography skills across the curriculum</li><li>• Strong organisational skills</li><li>• Ability to use monitoring and evaluation to raise achievement, including of the most able</li><li>• Ability to prioritise own workload and that of others</li><li>• Ability to evaluate the work of the department and to maintain focus on improvement</li><li>• A knowledge of current educational developments</li><li>• Ability to create a positive, inclusive learning environment</li></ul>

## The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
  - CPD days and a range of workshops delivered through twilight
  - Performance development opportunities
  - Relevant external CPD training courses
  - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications.
  - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
  - A thorough induction - You'll get a comprehensive induction to MGGS when you join us.
  - Statutory sick pay.
  - Support Line – a free confidential service that offers up to 7 counselling sessions a year.
  - Further well-being support and to support mental health.
  - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six-month lead-in period for full benefits):
  - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
  - Wellbeing Centre - A portal packed with healthy meal ideas, financial support and advice, mental well-being support and a wide range of exercise and activity programmes.
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches
      - Savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

# The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Teaching and Support Staff references will be requested prior to interview.

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education 2022](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

## About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. In summer 2022 75% of students achieve A\*-B grades and at GCSE 56% were grades 9 to 7.

*"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully

reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.



## Our Results

### A Level Exam Results 2022

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise

We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

Summer 2022 has seen:

168 students sat a total of 470 A level examinations

44% of all grades were A\* or A, with 12 students achieving complete sets of A\* grades

75% A\* – B grades

92% achieved A\*- C grades

A quarter of the cohort have gained places at Russell Group universities with 3 students gaining Oxbridge places, including 2 to study Medicine.

### GCSE Exam Results 2022

We are very proud of all the achievements of our talented students, especially their outstanding GCSE results.

Summer 2022 saw our Year 11 students achieve some fantastic results, which was a result of their hard work and resilience over the last two years. It has been a challenging time for all. Our Year 11 students demonstrated their commitment to their education, as well as in managing challenges that others before them have not had to face.

We are extremely pleased to be celebrating the fantastic achievements of our Year 11 students. Our students have risen to the increased challenge of the GCSE specifications and have been very successful. We are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form.

Summer 2022 has seen:



171 students sat a total of 1791 GCSE examinations  
56% of grades achieved were 9-7  
80% of grades achieved were 9-6  
93% of grades achieved were 9-5



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