

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Curriculum Lead of Geography

Resilience. Integrity. Respect. Serviam. Aspiration.

Getting better never stops

Staff Application Pack

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Danielle Lancefield
Headteacher



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The Post

This vacancy is based on full time. Part-time hours will not be considered for this vacancy.

Details	Curriculum Lead of Geography
Reports to:	Assistant Head Teacher
Grade:	MPS / UPS + TLR
Working week:	32.5 hours a week

Our Geography Department

We are an enthusiastic and experienced department looking for a teacher to join our dynamic team and teach Key Stage 3, Key Stage 4 and KS5 teaching. Applications from NQTs, as well as more experienced teachers, are welcome.

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

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Job Description

LEADERSHIP

1. To inspire Department members by personal example and hard work
2. To effectively manage human resources at the Department's disposal, including teaching, non-teaching and support staff
3. To create a vision, sense of purpose and pride in the Department
4. To co-ordinate the production and maintenance of the Department handbook, and to implement, monitor and evaluate all its policies and documentation
5. To be responsible for continuously improving the quality of teaching and learning in the Department in each subject
6. To be responsible for maintaining discipline in the Department including supporting staff during lessons when appropriate
7. To play a major role as a middle leader in developing all aspects of the College including its policies and implementation
8. To develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, link governors, appropriate external agencies and the wider community (eg businesses and other agencies that may support the work of the Department)
9. To identify and applaud areas of success for individual teachers within the Department
10. To help create an effective team by promoting collective approaches to problem solving and curricular/Departmental development, eg consult when writing the development plan, and produce resources as a team
11. To chair and produce the agenda for effective Department meetings
12. To ensure minutes are made and kept secure, and that others are informed as appropriate
13. To implement Departmental assessment policies
14. To set challenging academic targets for all students, making effective use of all data available, and to lead the Department to monitor and evaluate the achievement of all students against their targets, in order to gain the highest outcomes possible
15. To provide a portfolio of exemplar work moderated against grade descriptors for departmental use
16. To lead the Department in ensuring that all students are clear about what they need to do in order to attain their target grade as a minimum
17. To support and encourage staff who are enthusiastic to promote extra-curricular activities
18. To ensure that all members of the Department follow the directives from SLT for the entry of all relevant and requested data directly onto the school data system
19. To ensure that all staff are setting homework according to the published timetable and that work is regularly marked
20. To maintain a safe and tidy environment within the Department area
21. To ensure that Departmental staff adhere to a professional dress code when in school

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CURRICULAR/DEPARTMENTAL DEVELOPMENT

1. To contribute towards continuity and progression within the whole school Curriculum
2. To oversee the writing of the Department development plan (contributing to the School Improvement Plan) its implementation and monitoring
3. To develop comprehensive schemes of work which include a range of teaching and learning styles and differentiation. The scheme should provide a rich experience for all students and provide a variety of assessment methods at key points to enable accurate judgements on student progress. Members of the department should be able to plan lessons effectively from the SOW and follow the week by week directives
4. To develop departmental strategies for the students' spiritual, moral, social and cultural development, including citizenship
5. To monitor and evaluate the teaching in the department and take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team
6. To develop departmental strategies and procedures (using national and school guidelines) for the teaching and learning of pupils with special educational needs

STOCK/RESOURCES/BUDGET

1. To manage the department stock, teaching resources and finances efficiently, and to obtain the best value for money
2. To keep a regular check on the efficiency and efficacy of the budget
3. To keep control of all departmental ordering
4. To maintain an inventory of all stock items and to oversee an annual stock audit
5. To carry out stock disposal in accordance with department and school practice
6. To store resources in such a way as to enable quick and easy access by all departmental staff and students where appropriate

LIAISON/COMMUNICATION

1. To meet regularly and work with the SLT link for CPD and to develop effective departmental management
2. To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer
3. To act as the initial person for others to contact regarding all issues relating to the subject
4. To ensure that national strategies and school policies are delivered
5. To inform staff about new developments and ideas related to the subject and department
6. To co-operate with the Health and Safety management and inspection process of the school
7. To work closely with the SLT to ensure that high academic standards are constantly pursued and that students are placed within the correct bands and sets
8. To liaise with the SLT over issues of changes in Exam Boards in advance of the change being made
9. To liaise with pastoral staff to ensure children's wellbeing and that all barriers to progress are removed

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PROFESSIONAL DEVELOPMENT

1. To provide or organise in-service training for the department staff (teaching and non-teaching) as appropriate
2. To have the day-to-day responsibility for the monitoring, support and assessment of trainee (ITT) newly qualified teachers (NQTs) and those on teacher training programmes if relevant to your department
3. To identify development opportunities for staff within the Department and through external agencies or courses
4. To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all Departmental staff
5. To use the Performance Management to assist in enhancing the professional development aspirations of colleagues, e. discussion of targets prior to personally keep up to date with developments and new ideas related to each subject.

The Curriculum Leader also has the following duties in addition to those of a classroom teacher:

1. Consult, produce and regularly review the department's handbook which should state the agreed procedures, practices and aspirations.
2. To co-ordinate work.
3. The handbook should be actively used by staff. It should focus on:
 - Aims and Objective for individual subjects
 - Assessment, Recording and Reporting
 - Student inclusion (SEN, Gifted and Talented, Pupils with English as an additional language, Gender, Differentiation, etc.)
 - The use of IT
4. To maintain the school's successful record of accademic visits which will:
 - Enhance students' understanding of individual subject areas and their relevance to academia and the real world
 - Allow essential coursework to be conducted
 - Offer professional development opportunities for staff to enhance their teaching with real-life contexts
5. To forge mutually beneficial links with local and national and International Organisations
6. To make relevant regular contributions to the school website and newsletter
7. To enhance the spiritual life of the school through contribution to whole school events such as whole school Mass, inter-school events such as festivals and competitions, exchanges and school trips
8. To deepen the understanding of all students of the need to be aware of the environment in which we live and to care for it
9. To liaise with the Headteacher and School Business Manager on the purchase of new hardware/equipment for the department in order to support the delivery of the curriculum
10. To engage successfully in the Performance Management process
11. To undertake any reasonable request by the Headteacher

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

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Application Process

You are welcome to contact HR at HR@ursuline.kent.sch.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9am Wednesday 14th May 2025

Interviews to be held on: week commencing 19th May 2025

Start date: September 2025

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

Ursuline College are committed to safeguarding and promoting the welfare of children, and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.

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Ursuline College

Headteacher: Miss D Lancefield

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CEO: Mrs Annemarie Whittle