



Candidate Information

Appointment of Head of Geography September 2019

Thorpe House School Trust
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Registered in England: Charity N° 292683



Background information on Thorpe House School

Thorpe House School was founded in 1923 as a traditional boys' day preparatory school. In 2006 it extended its age range to take boys up to the age of 16. In September 2012 it incorporated its partner Pre-Prep School, Kingscote School, fully within the school. This has created a unique through school, educating boys between the ages of 3 and 16 with three sections – Pre-Prep, Prep and Senior.

The Pre-Prep school operates on its own site. There is a single Nursery Class which takes up to twenty boys and then there are usually two classes of up to 16 boys in Reception, Year 1 and Year 2. To provide a smooth transition from Pre-Prep to Prep the Year 3 classes are now based on the Pre-Prep site.

The Prep and Senior schools operate on the main site. There are usually two parallel classes in each year group. The senior school is over-subscribed and we regularly have waiting lists for Year 7 entry. Although we are broadly non-selective, boys do have to meet a basic entrance requirement to maintain the excellent achievement of boys at GCSE. We do not currently have plans for a sixth form as a large percentage of boys join local grammar schools at the end of Year 11.

The Christian-based ethos and nurturing environment at Thorpe House gives our boys the platform they need to experience success. As an independent boys' school, we pride ourselves in offering an education tailored to the way in which boys learn, whilst also providing a learning journey suited to the needs of each individual in our care.

Our educational approach encourages boys to be responsible members of their local and global community. Our staff are committed to providing boys with the encouraging guidance and support they need to achieve their individual potential.

Kindness, compassion, respect, politeness and resilience are traditional values that we expect all boys at Thorpe House to adhere to and our school motto, 'To strive, to seek, to find and not to yield', highlights the importance of hard-work and tenacity.

The environment in which the boys learn also plays a key role in their development and at Thorpe House we provide a warm, vibrant and caring family environment with welcoming staff who work in partnership with parents, a boy-centred teaching and learning environment, small classes and excellent pastoral care. We are proud of our reputation for providing learning experiences that are pivotal to the excellent GCSE grades our boys achieve at 16. However, whilst this is very important to us, it is not the sole measure of our accomplishments. We are confident that by the time they leave us each pupil is a young man well prepared to cope with the many and varied challenges of modern life.

Please visit www.thorpehouse.co.uk for more detailed information about Thorpe House School.

Job Description

The role of the Head of Geography is to:

- lead the development of the GCSE curriculum and be accountable for evaluating the progress and achievement of GCSE results;
- development of the Geography curriculum and teaching from KS1 to KS4;
- be responsible for the assessment and examination policy in the Geography Department;
- be responsible for staff appraisals/lesson observations/book scrutiny for all staff teaching Geography;
- keep up to date with new teaching styles and innovations in education including statutory requirements of the EYFS, GCSE and 11+ curriculum, as appropriate;
- overall responsibility for the organisation of school trips to enhance the geography curriculum.
- ensure that lessons are differentiated to embrace all ability levels;
- monitor the teaching of pupils with Special Needs and those identified as Gifted or Talented and liaise with Learning Support, where appropriate;
- assess, record and report pupil progress, socially and academically, according to the school policy. Provide intervention for students where necessary especially in KS4;
- attend weekly department meetings to discuss the development of the curriculum, assessments and individual students;
- attend Head of Department meetings;
- attend Presentation & Parents' Evenings as and when these arise;
- ensure full use of audio/visual and IT resources to enrich the Geography curriculum;
- be responsible for extra-curricular activities in Geography;
- overall responsibility for the administration of the Geography department budget and ordering of Geography resources.

It is the role of a Thorpe House Head of Department to:

- share the visions, aims and objectives of Thorpe House School;
- provide effective leadership and management, enabling the department to enhance the quality of learning of the pupils, with a view to optimising the achievement of individuals and groups of pupils;
- carry out a share of school duties and extra-curricular activities;
- participate in the school's appraisal system and continuing professional development;
- actively promote equal opportunities;
- comply with data protection;
- comply with all school policies.

Leadership

- to instigate an innovative approach to the subject area so that the department is forward thinking in its approach;
- to ensure that the department provides a safe, stimulating and welcoming learning environment for all pupils;
- to manage effectively any teaching staff who may be within the department;
- to create a vision, sense of purpose and pride in the department;
- to co-ordinate the production and maintenance of the department handbook, and to implement, monitor and evaluate all of its policies and documentation;
- to be responsible for continuously improving the quality of teaching and learning in the department;
- to develop and maintain effective methods of communication with the Headmaster, Senior Leadership Team, other staff, pupils, parents, governors, external agencies and the wider community;
- to implement all school policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject, including the recording and evaluation of public examination results when appropriate;
- to support and encourage in others the support of individual pupils and groups of pupils through attendance at Thorpe House events;
- to attend special school events as reasonably directed by the Headmaster, including whole school and House assemblies;
- to take on the role of Head of House and/or Form Tutor if required.

Stock/Resources/Budget

- to identify in advance any projects for inclusion in future budgets;
- to manage the department stock, teaching resources and finances efficiently.

Liaison/Communication

- to act as the initial point of contact regarding all issues relating to the subject;
- to liaise with other curriculum co-ordinators regarding whole school issues;
- to inform staff about meetings, new developments and ideas related to the subject and the department;
- to co-operate with the Health and Safety management and inspection process;
- to follow agreed policies for communication within the school;
- to attend, and participate in, events such as open days and those in which form members are involved, e.g. concerts, as required;
- to set cover work during any period of absence or sick leave.

Person Specification

We are looking for an outstanding and innovative teacher who is passionate about teaching and learning and has the ability to teach Geography from Year 7 to Year 11. The successful applicant will need to demonstrate a commitment to bringing the very best out of boys through a boy-centred curriculum which engages and excites!

The successful candidate will:

- Be an excellent teacher.
- Have high expectations of all boys.
- Be passionate about boy-centred learning.
- Be committed to working in partnership with our parents.
- Have strong organisational and interpersonal skills.
- Show a commitment to professional development and performance management.
- Have a commitment to lead extra-curricular activities and enrich the curriculum.
- Show a willingness to give up time above and beyond contracted hours when necessary.
- Be a team player and work effectively with others.

The Appointment

Applications should be sent in the form of a completed application form and a letter outlining why you feel you are suited to this post. Only complete application forms will be considered.

References of candidates will be taken up prior to interview. Therefore, anyone submitting an application must be prepared for this to happen. In the interests of safeguarding and child protection, we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the application form.

Candidates will be expected to teach a lesson as part of the interview process. In the formal interview there will be questions investigating the applicant's attitude to safeguarding issues and boy-centred pedagogy.

The school has a salary scale which is based upon IAPS guidelines, but which is slightly enhanced to take into account the area in which the school is situated. The final salary will depend upon the relevant experience of the successful candidate.

The school currently operates the standard Teachers' Pension scheme. Lunches are provided daily during term time at no extra cost and tea, coffee and biscuits are provided at break times. Upon successful completion of a probationary period, a 60% fee reduction will be offered if the appointed person's son should pass the entrance assessment and places were available.

Thorpe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any appointment made will be subject to Thorpe House School being satisfied that the details given on the application form are as stated and the results of pre-employment checks, including the right to work in the UK, academic qualifications, references, disclosure of medical information, enhanced DBS and/or police check(s), prohibition order and childcare disqualification checks.

Thorpe House School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

