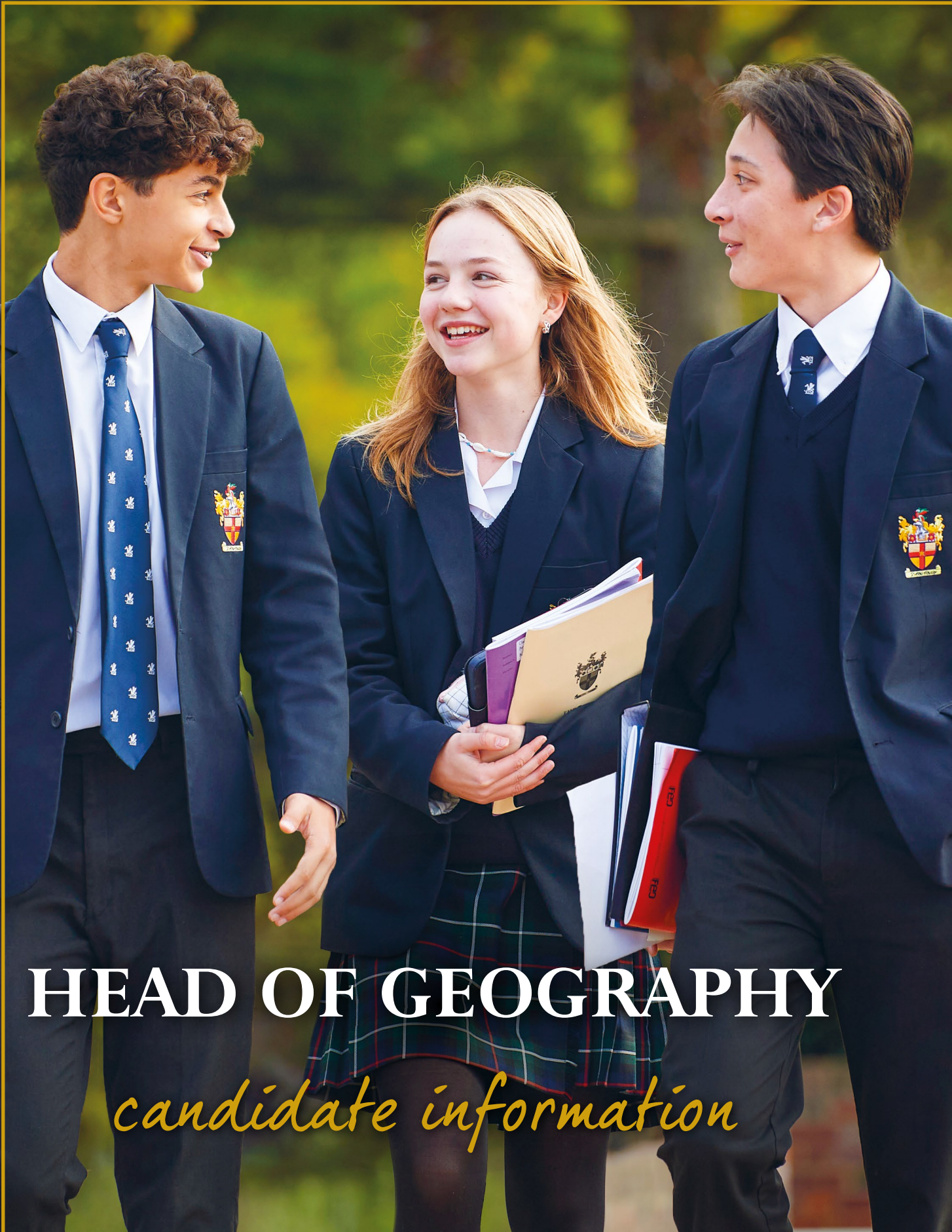




THE **Leys**
CAMBRIDGE



HEAD OF GEOGRAPHY

candidate information

Head of Geography

full time, permanent post



We are seeking an enthusiastic, well qualified and highly motivated individual to lead our outstanding Geography department from September 2024. The successful application will be expected to participate fully in the school's extensive wider-curricular and pastoral programme.

The Leys is an inclusive and inspiring co-educational boarding and day school offering an incredible learning environment and pupil experience in Cambridge. Putting pupils at the heart of everything we do, our shared values create a strong, caring, and cohesive community. The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils.

The Leys is an extremely rewarding place to work. We hope you will take the time to look at our website, to find out more about us.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A six-month probationary period will also apply.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

The Geography Department

The Leys School Geography department is a well-established and forward-thinking department which attracts high numbers at GCSE and A Level (around 70% and 30% of the respective year groups). Colleagues are highly qualified, professional, and supportive, working collaboratively with shared resources through Google Classroom to provide the best possible learning experience for pupils. The department has a strong academic ethos combined with a vibrancy of approach with teachers aiming for pupils to become well-informed and critical-thinking Geographers who understand the complexities of dynamic Earth systems and contemporary global challenges.

In Years 7-8, pupils investigate local and global challenges to establish a solid foundation of geographical understanding and skills. In Year 9 pupils begin to work towards Geography GCSE (AQA). Though there is a comparatively wide ability range, results have been outstanding with 79% of pupils achieving grades 7, 8 or 9 in 2023. Many pupils continue with Geography in Sixth Form where they follow the Edexcel A Level. The A level results are consistently excellent with 85% of the cohort achieving A*- B grades in 2023.

Field trips are a vital to the study of Geography, providing pupils with the opportunity to carry out first-hand research through fieldwork and develop analytical and evaluative thinking. The department runs a programme of field trips with GCSE Geographers visiting Felixstowe beach and the Olympic Park and Sixth Form going on a residential field trip to the Lake District.

The Geography department consists of three recently refurbished large classrooms, a Sixth Form teaching room and the department office where each teacher has a workspace. In addition, the foyer acts as an additional teaching and learning space where there are digital display screens and an augmented reality iSandbox for pupils to model landscape development. The Vision Studio is on the same floor which gives the opportunity enhance learning with the use of virtual reality headsets and is where the department's pupil-produced podcast 'GeogPod @ The Leys School' is recorded.

Geography Department Personnel

Mrs Charlotte Chatwin	(Acting Head of Department - January-August 2024, also Head of Sustainability)
Mr William Earl	(Also Director of the Wider Curriculum)
Mr Jos Herbert	(Also Assistant Housemaster in North A House)
Mrs Lisa North	
Mr James Williams	

The Role

The term Head of Department applies to appointed postholders who have responsibility for an academic department. The Head of Geography is responsible to the Senior Deputy Head.

The primary role of the Head of an Academic Department is to provide strong academic leadership and management of the department. All Heads of Department are expected to perform the duties of a teacher in addition to managing their department.

The Head of Department is required to lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by SMT, by colleagues from within the department, and support departments.

All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy. It is recognised that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

The HoD has the following responsibilities:

- Ensure high quality teaching and learning within the department including undertaking regular learning observations.
- Organisation, promotion, efficiency, and success of the department in line with school strategic plans and direction.
- Planning the curriculum, maintaining up-to-date Schemes of Work, and selecting appropriate syllabuses and specifications.
- Advising on staff needs and teacher allocation.
- Advising on staff appointments into the department.
- Inducting new members of staff into the department.
- Advising on teaching objectives, and supporting, performance and development of departmental colleagues. This may include CPD recommendations.
- Complete regular book and marking audits within the department.
- Advising on expenditure, especially regarding new development.
- Ensure a safe and healthy environment for both staff and pupils, and full compliance with health and safety requirements.
- Ensure department documentation is up to date.
- To bear in mind the Christian ethos that underpins the life of the school community and bring its values into the classroom.

The HoD has the following responsibilities to the department and colleagues:

- To be a subject expert who regularly updates their knowledge to stay 'current' in their subject.
- Develop and maintain an academic extension and enrichment programme for the pupils in the department.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- Guiding, supporting, mentoring, and assessing colleagues with a view to their professional development.
- Take initial responsibility for the pastoral care and wellbeing of all department staff. Allocation of teaching and department duties and managing staff absences.

- Ensure that staff performance is managed in a timely and appropriate manner consistent with the expectations of The Leys School.
- Make effective use of all staffing resources, including ICT, and seek opportunities for collaboration and joint working with others beyond the department and beyond the School.
- Monitoring of marking, record-keeping, communication, and implementation of Learning Support profiles across the department.
- Chairing weekly department meetings, drawing up agendas and seeing that minutes are completed and shared with the Director of Studies.
- Monitoring, implementing, and reviewing strategies to improve pupils' performance and progress across all year groups.
- To ensure the best possible pupil experience, through the fulfilment of the School's responsibilities concerning pupils in respect of their admission, instruction, progress, and external examination.
- Creation, marking, and moderation of internal and entry examinations.
- Selecting, ordering, issuing, collecting, and stock-taking of textbooks and equipment.
- Ensure that School equipment/facilities under the department's control are properly maintained by monitoring the fabric of the department and requesting improvement or repair where required.
- Budgetary control:
 - Take responsibility for devolved budgets and comply with School financial regulations.
 - Manage income and expenditure in order to promote financial sustainability.
 - Ensure adherence by all Departmental members, with School Financial Regulations and other financial operating procedures and regulations.
- Observe colleagues teach and engender culture of peer-observation, excellence, co-operation, and respect both within and beyond the department.
- Attendance at Heads of Department meetings and HMC/East Anglia Group meetings.
- Fostering cross-curricular relationships across the school, and between schools including feeder prep schools and local maintained sector schools.
- Support department colleagues to ensure that both compliance and GDPR guidelines are followed within the department.
- Support pupils in preparation of UCAS applications, including to the most competitive universities.
- Organise the department Collaborations (academic support sessions).
- Manage the department's tracking of pupil progress through data, including data management, understanding, interpretation, and inference of the information.

Teaching responsibilities

- To teach pupils within the school.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- To have a clear knowledge of the individuals in their class and differentiate accordingly. This should mean both their individual learning needs as well as their individual personality
- To plan lessons clearly and within the departmental scheme of work.
- To mark work regularly and promptly, in line with departmental and school marking policies and review, monitor, and keep clear and full records of pupils' progress.
- To insist upon high levels of behaviour and respect for others in the classroom.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General responsibilities

- To contribute to the pastoral care of the pupils, including weekly duties in houses.
- To contribute to extra-curricular activities.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.



Person Specification

Criteria	Essential	Desirable
Qualifications, knowledge and experience	<ul style="list-style-type: none"> • Good honours degree. • Relevant teaching experience. • Have a very strong academic record and standing. • Have a very good understanding of the academic disciplines within the department. • Ability to teach Geography to A level/Oxbridge level. 	<ul style="list-style-type: none"> • PGCE, QTS or equivalent teaching qualification. • Experience as a tutor/form teacher. • Experience of running extra-curricular clubs/societies. • Experience with Virtual Learning Environments. • An interest in Virtual Reality, augmented reality, and artificial intelligence. • Experience of marking public examinations. • Experience of leading a team of peers.
Skills and abilities	<ul style="list-style-type: none"> • Excellent pedagogical knowledge and skill. • Ability to work on your own initiative and as part of a team. • Well-developed communication, listening, and inter-personal skills. • Ability to motivate pupils to reach their full potential. • Ability to manage staff (particularly important for training and development). • Ability to deal positively and constructively with pupils, colleagues, and parents at all levels. • Have very good ambassadorial and diplomatic skills. • Have excellent delegation skills. • Have the ability to engage constructively with people. • Good working knowledge of IT including the Microsoft Office suite. • Good digital hygiene. 	<ul style="list-style-type: none"> • Ability to coach a sport. • Ability to help with wider curricular activities. • Ability to delegate suitable work. • Desire to learn from others (both within and outside the department).
Personal qualities	<ul style="list-style-type: none"> • Capacity to be efficient and organised, flexible, and adaptable to changing circumstances. • Ambition, drive, and high expectations. • Active in own development and uses personal reflection to learn from experiences. • Ability to manage time, prioritise workload, and reliably meet responsibilities. • The ability to work in a busy environment and meet deadlines and develop new skills. • Be able to develop existing skills and seek advice from a variety of sources. • Be willing and able to exercise judgement and take risks. • Ability to form professional relationships with children. • Suitable to work with children. 	<ul style="list-style-type: none"> • Good sense of humour
Personal commitment	<ul style="list-style-type: none"> • Candidates should be willing and able to commit themselves actively to support the ethos of the school. 	

How to *Apply*

If you are interested in applying, please submit a completed application form (including covering letter addressed to The Headmaster) to The Recruitment Team, The Leys School, Cambridge, CB2 7AD (recruitment@theleys.net) by 09.00 am on **Monday 5 February 2024**. Interviews will be held on Tuesday 13 February 2024.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

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Charity no: 1144035.





THE **Leys**
C A M B R I D G E