



BURGESS HILL

— GIRLS —

Tomorrow's Women



GEOGRAPHY TEACHER

CANDIDATE PACK

WELCOME TO BURGESS HILL GIRLS

We are looking for a well-qualified and dynamic Teacher of Geography with a good honours degree to join our successful Humanities department from September 2026. The position is 0.2-0.3 part-time.

Burgess Hill Girls is an Excellent rated Independent school for girls aged 2 and a half to 18 years of age. Where every student is known as an individual and provided with an outstanding, transformative education.

Our school motto, 'I am, I can, I should, I will', conveys and underpins our whole approach to education, identifying and releasing the potential of every student as they progress through the school. Ensuring they have the very best possible opportunities to become successful women of the future.

At Burgess Hill Girls, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. Whilst Burgess Hill Girls aims to provide the very best opportunities for everyone to excel, we believe that success is more than obtaining the highest marks and grades. We recognise just as much all those fantastic qualities that are not materialistic or target driven. Success at our school is when we produce bright, confident and independent young women who have and will continue to achieve great things

There is no glass ceiling at Burgess Hill Girls! Whilst the academic, technical, creative and emotional support is incredible, the breadth of opportunities and enrichment available is extensive. There is something for every member of the whole school community and if the students desire more we have the 'can do approach' to make it happen!



HEATHER CAVANAGH
HEAD





MISSION & AIMS

OUR MISSION

To develop Tomorrow's Women.

OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education, careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.



OVERVIEW

Burgess Hill Girls is an independent day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The school was founded in 1906 by Beatrice Goode, to provide a high-quality education for girls. The School stands in 14 acres of beautiful grounds within a conservation area close to the centre of Burgess Hill's town, West Sussex.

The School currently educates over 450 pupils, with boys and girls in the Nursery and girls only from Reception to through to the Sixth Form.

All aspects of the school are located on this one campus; Nursery, Pre-Prep and Prep, Senior, Sixth Form and Boarding Houses. Burgess Hill Girls is a day school with a small but nonetheless important boarding community. The school is only a five-minute walk from the railway station (on the London to Brighton line) and close to excellent road networks (10 miles from Brighton city centre and only 20 minutes from Gatwick).

Approximately 50 boarders live on-site, creating a vibrant and inclusive community that welcomes students from around the world. Typically staying full-term, our boarders benefit from a supportive and enriching environment that foster personal growth, independence, and friendship. With a strong sense of belonging, they enjoy a well-rounded experience that combines academic excellence with a wide range of extra curricular opportunities, all within a safe and nurturing home away from home.

Notable alumnae, Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, Presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.



CAMPUS

Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Boarding house

HUMANITIES

The Humanities at Burgess Hill Girls comprises Geography, History and Religious Studies, offering students a rich, intellectually stimulating and globally aware education. Across all three subjects, students develop skills in enquiry, critical thinking, communication, interpretation and ethical reflection. The department is committed to academic excellence, engagement with the wider world and the nurturing of confident, informed young people.

Lower School (Years 7 & 8)

- Geography introduces students to diverse global locations (including India, Antarctica, the Middle East and Africa) and key physical and human processes such as weather, climate and resource management. Learning is hands-on, using GIS, role-plays and fieldwork.
- History explores major themes in early and late modern British history, including the Tudor and Stuart periods, the Industrial Revolution, women's suffrage and the British Empire. Students also study the transatlantic slave trade and its global impact.
- Religious Studies develops understanding of major world religions, belief, symbolism and morality, encouraging respectful dialogue and linking with wider PSHE themes.

Year 9 – Bridging to GCSE

- Geography deepens understanding of natural hazards, climate change and world biomes. A visit to the Natural History Museum enriches learning.
- History focuses on the First World War, its impact on Britain, and the Bolshevik Revolution. Students explore themes that underpin the IGCSE course, including political ideologies and social change.
- Religious Studies increases challenge through philosophical and ethical enquiry, preparing students for GCSE evaluative writing.

GCSE / IGCSE (Years 10 & 11)

- GCSE Geography (AQA 8035) covers urban issues, economic development, resource management, rivers and coasts. Students refine skills in issue evaluation and complete fieldwork, including a three-day residential.
- IGCSE History (Edexcel 4HI1) examines twentieth-century global history through four topics: Weimar and Nazi Germany, the Cold War, the Vietnam Conflict and China 1900–1989. Students analyse evidence, interpretations and historical arguments.
- GCSE Religious Studies (AQA) challenges students to engage critically with religious beliefs, ethics and contemporary issues. Students develop strong written and analytical skills.

Enrichment and Extension

The Humanities actively enrich learning through clubs, fieldwork and academic opportunities:

- Geographical Society – weekly discussions, competitions, visiting speakers.
- Eco Group – sustainability projects and environmental action.
- Geography trip to Iceland – exploring volcanic and glacial landscapes.
- History trip to Berlin – investigating key sites linked to twentieth-century European history.
- Weekly Current Affairs Club – led by Sixth Form historians.
- Visiting speakers across all subjects.

The Humanities department aims to develop curious, informed and reflective learners who understand the complexities of the past and present, and who are well-equipped to navigate the world with insight and integrity.



JOB DESCRIPTION

Core Purpose of the Role

- To inspire, challenge and empower girls through excellent teaching, strong pastoral care, and active contribution to the wider life of Burgess Hill Girls. Teachers play a central role in delivering the school's mission to develop Tomorrow's Women by modelling intellectual curiosity, moral responsibility, confidence, and ambition in all aspects of school life.

Teaching and Learning

The postholder will:

- Implement and deliver a broad, balanced, relevant and differentiated curriculum for pupils across the Senior School (11–18).
- Teach pupils according to their educational needs, including effective planning, marking, and adaptation of teaching to meet diverse needs.
- Ensure high-quality learning experiences that meet internal and external quality standards.
- Prepare, update and develop subject materials, schemes of work, and teaching resources.
- Use a range of creative, engaging and inclusive teaching strategies that stimulate learning and promote high levels of progress.
- Integrate technology into teaching and learning through the school's blended learning approach.
- Support pupils in developing strong digital literacy, safe and ethical use of technology, and effective digital study skills.
- Engage with emerging educational technologies and contribute to the school's ongoing digital innovation.

Assessment and Reporting

The postholder will:

- Assess, record and report on pupils' progress, development and attainment in line with school and departmental requirements.
- Undertake assessments as required by external examination bodies and the school's internal procedures.
- Provide oral and written feedback that supports and challenges pupils effectively.
- Contribute to reports, references and assessments for individuals and groups of pupils.



JOB DESCRIPTION

Pastoral Responsibilities

The postholder will, where appropriate:

- Undertake Form Tutor responsibilities, providing excellent pastoral support and championing each pupil's wellbeing, personal development, and aspirations.
- Monitor and support the academic and pastoral progress of pupils within an allocated tutor group, as required.
- Liaise with pastoral leaders to ensure the effective implementation of the school's pastoral systems.
- Contribute to the PSHE programme as required.

Co-Curricular and Wider School Contribution

The postholder will:

- Play a full and active role in the wider life of the school, supporting its distinctive mission and ethos.
- Run and contribute to co-curricular clubs, activities, trips or initiatives that enrich the experience of pupils and broaden their horizons.
- Promote a positive balance between academic work, recreation, self-development and volunteering, in line with the school's aims.
- Support whole-school events, celebrations, assemblies, partnerships and community projects.

Professional Development & Research-Engaged Practice

The postholder will:

- Take responsibility for their own Continuing Professional Development (CPD).
- Remain up to date with current pedagogical research, subject-specific developments and evidence-based best practice.
- Engage in professional learning that supports the school's strategic aims, innovation and curriculum development.

General Duties

The postholder will:

- Maintain good order and discipline and encourage high standards of behaviour, punctuality, work ethic and homework.
- Promote and follow school policies, including safeguarding and Health & Safety; undertake risk assessments as appropriate.
- Uphold the values, ethos and professional standards of Burgess Hill Girls at all times.
- Undertake any other reasonable duty as directed by the Head.



SALARY & BENEFITS

This is a Part Time (0.2-0.3), permanent contract.

Full time equivalent: 0.2-0.3 (this may be spread over 2-3 days per week)

Actual salary: from £6,583-£9874.80 to £10,209-£15314 pa (based on £32,916 - £51,048 FTE M1-UPS3 2025/26).

Additional benefits include:

- Pension contribution
- Significant school fee remission
- Complimentary Staff Lunch in our state of the art dining hall
- Free car parking
- Use of school facilities when available
- Free staff wellbeing MOT provided by Sussex Wellbeing
- Employee assistance programme



APPLY

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be able to comment on the teaching skills of the candidate. References will be taken up prior to interview.

Candidates will be required to teach a short lesson on a topic to be decided, complete a relevant task and attend an interview. They will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



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FOR MORE INFORMATION AND TO APPLY,
PLEASE VISIT OUR WEBSITE [HERE.](#)