Head of Geography
Required for September 2017

We are looking to appoint a dynamic and inspirational Geography teacher with excellent communication and interpersonal skills to lead the Geography Department in this high performing school.

The successful candidate will lead the department in promoting a love of Geography both inside and outside the classroom. He/she will teach throughout the Senior School up to and including ‘A’ level.

A willingness to contribute to the extra-curricular life of the School is also essential.

About the School

Location

The School is situated in a very pleasant thirteen acre site in the conservation area of the town. Burgess Hill is a medium sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill is approximately ten miles from Brighton and Lewes, fifteen miles from
Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is close to the railway station (three minutes’ walk).

**Facilities**

The School is a blend of Victorian buildings and ultra-modern facilities; there has been a steady development of the facilities, including new Media Arts block and Performance/Drama Space.

**Curriculum**

The School offers a full range of GCSE and A-Level courses in preparation for university entrance.

**Pastoral care**

Our pastoral system is designed to encourage and support the development of each individual student from the moment she arrives in school until the time she leaves. We want to provide each student with the skills and confidence which will help her to make the most of her time with us, at university and thereafter. Implicit in the School aims is the expectation that every teacher will accept responsibility for the development in each pupil not only of the highest academic standards, but also of the confidence and self esteem which comes from being valued as an individual within a community.

**Extra-curricular activities**

Extra-curricular activities give every student wonderful opportunities to explore her own talents and develop her individual skills to her full potential.

We believe that education is about giving young people the chance to be successful in as wide a range of areas as possible, and to feel a sense of pride in their achievements.
6th form field study on the Isle of Wight

The Geography Department

The Geography Department at Burgess Hill Girls (BHG) seeks to provoke and address key questions about the natural and human worlds, using different scales of enquiry and encouraging an understanding of contrasting perspectives. It develops knowledge of place and environment, an understanding of maps, and a range of transferrable investigative and problem-solving skills, both inside and outside the classroom. As such, the Geography Department aims to prepare pupils for university, employment and adult life. Geography provides a focus within the school curriculum for understanding and resolving issues about the environment and sustainable development, providing an important link between the natural and social sciences. As pupils study Geography at BHG they encounter different societies and cultures, helping them realise how nations rely on each other and inspiring them to think about their own place in the world, their values, and their rights and responsibilities to other people and the environment.

There is a strong tradition of studying Geography at BHG. It is a very popular option subject at GCSE with two sets being taught in each of Year 10 and Year 11. Set sizes at A-Level are small enough to allow for detailed individual support of students whilst being large enough to promote healthy debate and an atmosphere of mutually supportive academic endeavour. External examination results are excellent, with many students going on to study Geography or Geography related subjects at university.

With three specialist Geography teachers, the department is well placed to teach the subject to the highest standards. We also benefit from being in an excellent location within the UK to study Geography. Within a short distance, we have access to the Sussex coast, the chalk landscape of the South Downs National Park, the valley of the Sussex Ouse and the vibrant city of Brighton, not to mention the proximity to London. The Department is a member of the RGS.

Members of the Geography Department are regularly involved in ‘whole school’ trips to Uganda, Spain and Iceland in addition to our own local field study activities. There are trips organised to Italy at Easter 2018, Nepal in summer 2018 and a residential A Level trip to Exmoor in September 2017.

The Geography Department is a forward-thinking department, providing a relevant geographical education for the 21st century. At KS3, our course provides a comprehensive introduction to Geography. In Year 7 our students acquire the basic tools and skills for successful geographical study, focusing on interpreting images, map skills, developing more extensive writing using geographical language and presenting and analysing data. There is particular focus in Year 7 on the geography of the United Kingdom and our local area. In Year 8, students are asked to explore themes arising from the study of Antarctica, consumers, India and population. In Year 9 the issues-based, thematic approach is continued with students tackling the complex topics of development, natural hazards, ice ages and glaciation and climate change. For GCSE we currently follow the new AQA specification and the full AQA A Level.
Head of Geography

In addition to the responsibilities of a classroom teacher, the Head of Geography is expected to:

- Represent the Geography Department in whole school planning.
- Lead the Performance Management process of the department and manage the staffing for the Geography timetable.
- Manage an extensive budget.
- Take responsibility for organising entries for public examinations in Geography and for maintaining good results in these examinations.
- Maintain the department’s enrichment opportunities.
- Organise and oversee entrance and scholarship processes in relation to Geography.
- Establish a Department Development Plan and monitor, evaluate and review progress regularly.
- Promote new initiatives and manage change within the department.
- Contribute to the school liaison and marketing activities.
- Keep abreast of curriculum change and development and ensure regular in-service training for all members of the department.
- Take responsibility for the planning and writing of schemes of work and their implementation in teaching through Years 7 to U6, monitor teaching and learning in the department and make arrangements for internal examinations.
- Organise and run the necessary field trips for GCSE and A Level, as per the specification requirements.
- Write Department publications and keep them up to date.
- Undertake such other tasks as the Head shall from time to time reasonably require.

The Head of Geography will be allocated a Tutor role, and will be expected to play a full part in the life of the school community to support its distinctive ethos and encourage and ensure staff and students follow this example.

The Candidate would teach approximately 34 periods out of a possible 45x35 minute periods per week.
REQUIREMENTS FOR THE POSITION

- We are seeking a well-qualified Geography teacher who has the ability to teach Geography up to A Level
- Enthusiasm for the teaching of Geography
- The successful applicant will be expected to promote a love of Geography both inside and outside the classroom.
- Willingness to contribute to the extra-curricular life of the School is essential.

RECRUITMENT PROCESS

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

The closing date for applications is **5.00pm on Friday 17th February 2017**

Short-listed candidates will be contacted by telephone and interviews will take place **during week commencing 27th February 2017**.

Candidates who have not heard from the School by the end of February should presume that their application will not be taken further.
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 and Barring Service.*