

Candidate Brief for the position of
Head of Geography



Halliford
School
SHEPPERTON

'Excellent in all areas'

ISI December 2022





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Welcome from the Headmaster

Thank you for the interest you have shown in Halliford School and our position of Head of Geography. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages and on our website will encourage you to come and see for yourself what a magnificent place Halliford School is to be a part of.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job, along with my colleagues on the senior leadership team, is to support and empower our dedicated members of staff, as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning, where possibilities for our students are endless.

This is an exciting opportunity to join our outstanding HMC school with a strong reputation for academic results and excellent pastoral care. We are looking to appoint a well-qualified, experienced, and enthusiastic member of staff as our next Head of Geography. The ability to teach up to A Level is essential. Numbers of students studying Geography is high and the willingness and confidence to inspire students across the ability range is important.

During our latest ISI Inspection in December 2022, we were thrilled that the school received the very highest outcomes being rated as 'excellent' for both academic achievements and pupils' personal development. You would therefore be joining us at a most wonderful time in our history as we strive to build on these magnificent outcomes and to take Halliford School forward to the next exciting stage of our development.

My job, along with my colleagues on the senior leadership team, is to support and empower our dedicated members of staff, as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning, where possibilities for our students are endless.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complimented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations, and instilling in them confidence and resilience for the future.

As young Hallifordians, we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies, suitable for our boys and girls.

We also recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

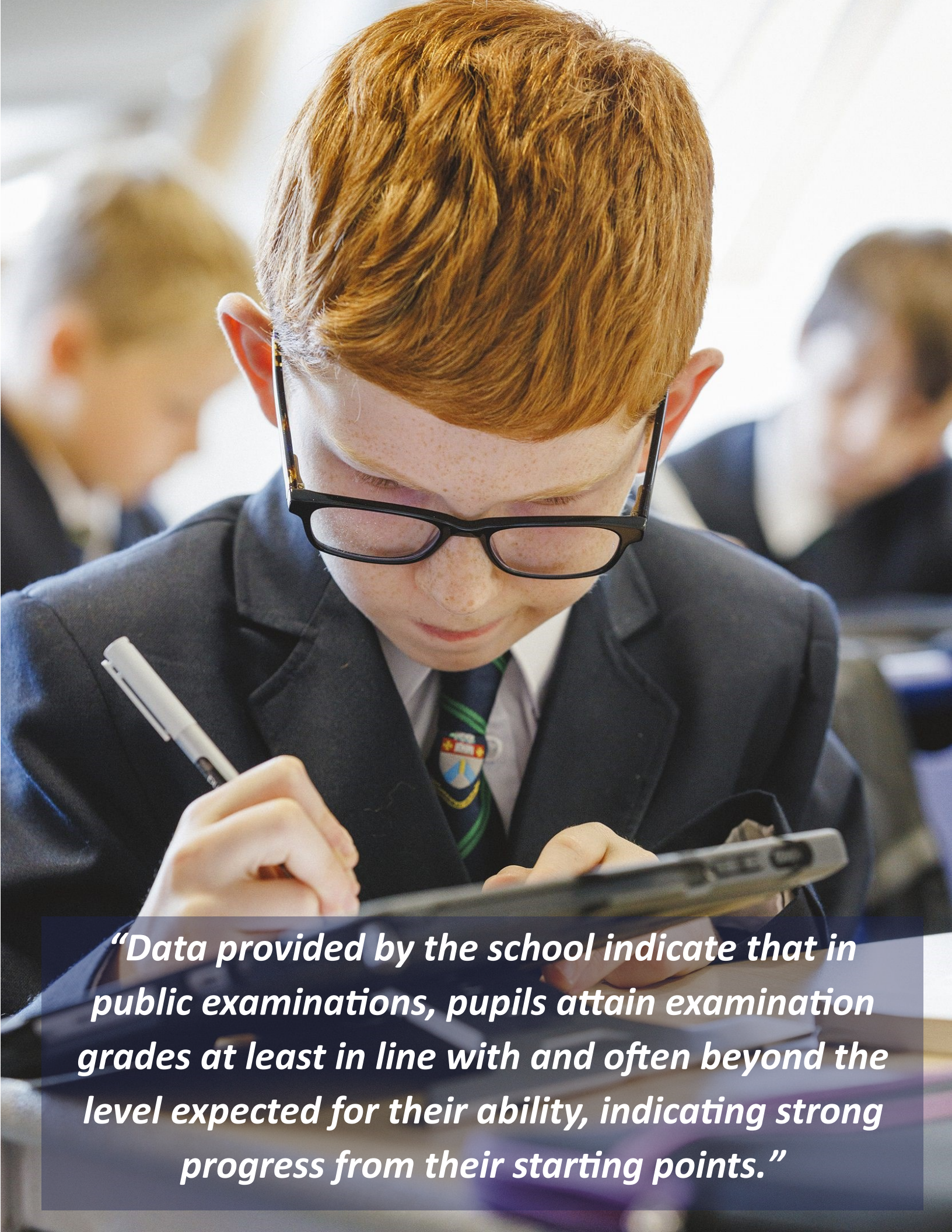
There are currently around 450 students on roll. The school teaches boys in Years 7 – Upper 6th and since 2007 has taken girls into sixth form. In November 2014, the school was accepted into membership of HMC. The school has seen expansion since September 2018 and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. A few years ago the School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Café, along with recently refurbished kitchens and dining room. The newly built Woodward Building contains an impressive Learning Resource Centre on the ground floor and six spacious new classrooms and associated facilities on the first and second floors. It was opened by our Chair of Governors, Mr Ken Woodward in November 2021 as part of our Centenary Celebrations.

In addition to investment in the best facilities for our students and staff, we continue to invest in the very latest teaching and learning resources too. Two years ago, a 1:1 Microsoft Go Device programme was rolled out offering students and staff the very best of collaborative tools with which to work. All staff are provided with their own MS Go and departments are supported to develop their resources to make the most of this innovative technology. We are proud of many excellent results achieved by our students and see some magnificent University destinations for our Upper Sixth students, including Oxbridge. Applications for places to join the School are incredibly strong and this September will see the School open with waiting lists in all year groups.

The staff room at Halliford is welcoming and supportive of new colleagues. Our students are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training. I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview. Good luck!



Mr J Davies
Headmaster



“Data provided by the school indicate that in public examinations, pupils attain examination grades at least in line with and often beyond the level expected for their ability, indicating strong progress from their starting points.”



Vision

To be acknowledged as the small independent school of choice for 11-18 year olds, where we are proud to belong to a thriving, happy and aspirational community that is committed to each student as an individual.

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and co-curricular opportunities.

Values

Intellectually curious



Respectful



Warm-hearted



Team players



Creative



Resilient



Aims

To provide a stimulating learning environment for boys 11-18 and girls 16-18 where we promote academic excellence and provide opportunities to realise the full potential of every individual to become the best version of themselves.

To provide a warm-hearted family ethos in which every student is known and valued as an individual.

To enable each individual to discover and develop his / her talents, character, creativity, resilience and ability to work within a team by providing a balanced and wide-ranging co-curricular programme.

To create an environment in which all members of the school community feel supported and valued and able to contribute positively to the lives of others by providing a framework of outstanding pastoral care.

To equip our students for the world they will encounter beyond Halliford School.



Head of Geography

The position of Head of Geography at Halliford School offers an ambitious and dynamic Geography specialist an exciting and highly rewarding leadership opportunity. The successful applicant will be a strong all-round Geographer, able to teach all areas of the GCSE and A Level specifications. They will offer enthusiasm and a passion for their subject to lead and inspire our students. Candidates will also be expected to provide strong direction and an ambitious vision for the future of the Department.

Geography is a broad-based subject, and one of its strengths is its positioning as a subject which bridges the Arts and Sciences. Students who study Geography at Halliford are not only able to observe and collect data but are also able to build social, moral, and political opinions and arguments that inform how we live in our world. They gain an expansive geographical education which is up-to-date and relevant; they learn to recognise the value of Geography in tackling many of the challenges the world currently faces.

The Geography Department consists of 2 full-time members of staff and occupies a suite of two air-conditioned classrooms with an adjacent departmental office in the Peter Jones Building in the middle of the school site. Staff work collaboratively, and an atmosphere of mutual support and teamwork is embedded within the ethos of the school. We are looking to appoint a well-qualified, experienced, and enthusiastic member of staff who would like to lead our Geography Department to be a shining example of excellence within the school community.

Examination results are strong, and the Department prides itself on achieving excellent student outcomes. As Head of Department, you can expect to teach a range of age and ability groups from Year 7 through to the Sixth Form. Geography is a popular and successful subject throughout the whole school. A high number of students choose to follow the GCSE course (OCR B: Geography for Enquiring Minds) and the A Level course (OCR) in Sixth Form.

Classroom learning is complemented by field trips, which allow students to consolidate and extend their geographical understanding by relating their classroom learning to real-life experiences. Fieldwork is perceived as integral, and most year groups will have the opportunity to experience fieldwork. At A Level, fieldwork demands a high degree of responsibility from the students, which develops their independent research skills and report-writing. The Geography Department also organises additional trips. Just before the pandemic, a trip to Iceland was extremely popular, with a whole age range of students participating.

The Pastoral Structure

The School has four Houses to which each student belongs. Each student has a House Tutor who they meet with twice a day for registration. There are four Heads of House responsible for a team of tutors in Years 8 – 11 who manage the day-to-day pastoral and academic lives of their tutees. Currently, there is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form. We also have the additional benefit of a School Matron and a School Counsellor. All full-time members of staff are form tutors within this structure, and full training and support are given.

ISI Report - December 2022

“Pupils develop excellent self-confidence and a high degree of self-awareness as they move up the school. Year 7 pupils spoke joyfully about how they have quickly settled in and already feel valued members of the school community.”

“Pupils of all ages display excellent levels of knowledge, skills and understanding in a wide range of subjects. Pupils have a deep understanding of subject-specific techniques in many subjects.”

“Data provided by the school indicate that in public examinations, pupils attain examination grades at least in line with and often beyond the level expected for their ability, indicating strong progress from their starting points.”

Job Description – Head of Geography

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

Lines of Responsibility

The Head of Geography is responsible to the Headmaster for the overall strategic direction of Geography at the school, but in line with all other Heads of Department they will be responsible to the Deputy Head (Academic) on curriculum matters and the Deputy Head Pastoral for pastoral and operational issues.

Key Responsibilities

- Overall responsibility for the professional leadership, management and promotion of Geography within the life of Halliford School
- Line management responsibility for the Geography Department
- Responsibility for achieving the highest of standards within the Geography Department and championing the profile of the subject within the school

Management

- The Head of Department is responsible to the Headmaster via the Deputy Head Academic for the vision, policies, and culture of their department and for establishing these within the larger framework of Halliford School and our strategic plan, particularly in relation to teaching and learning
- The Head of Department is expected to provide strong academic leadership. They should lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities enabling students to progress to the highest levels in their subject
- The Head of Department will ensure students experience an educational programme that is personalised to their individual needs, identified through a robust assessment system
- The Head of Department will rigorously monitor learning outcomes, standards and attainment to ensure teaching and learning is consistently excellent
- The Head of Department should use school policies and procedures to monitor, evaluate and develop the outcomes for their department, including observations, performance management, appraisals, work scrutiny and reporting
- The Head of Department should take responsibility for budgeting and expenditure within the department
- The Head of Department should promote the department to students and parents in its widest sense and liaise regularly with the Marketing Manager to provide opportunities to celebrate student success within the department
- The Head of Department should organise and promote departmental co-curricular activities and trips and visits with the support of the Assistant Head Co-Curricular
- The Head of Department will ensure the departmental classrooms are attractive, safe, productive and inspiring environments for all learners with suitable displays of student work
- The Head of Department should maintain connections with those leading their subject area at university level to support student progress to further education
- The Head of Department will use self-evaluation to inform practice and strategic planning and will develop a Department Development Plan and Self Evaluation document annually

Performance Management

- The Head of Department should develop their own leadership skills to ensure the confident management of the performance of the department
- The Head of Department should act as a role model for other members of staff in the pursuit of academic excellence
- The Head of Department should ensure the performance of individual staff is managed appropriately and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with SMT as required
- The Head of Department should put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance, regular lesson observations
- The Head of Department should meet with the Headmaster and Deputy Head Academic at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year
- The Head of Department should engender a culture of excellence, cooperation and respect within the department
- The Head of Department is responsible for providing appropriate induction to all staff joining the department, including acting as an ECT mentor as necessary
- The Head of Department should contribute to appraisal, identifying training needs and encourage departmental staff to undertake INSET and other forms of professional CPD as appropriate
- The Head of Department will meet weekly with their SMT line manager

Curricular

- The Head of Department should keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary
- The Head of Department should keep detailed records to show long, medium and short-term planning that establishes a culture of strong student progression

Examinations

- Take responsibility for examination specifications, schemes of work, departmental handbook, keeping such matters under constant review
- Overseeing entry procedures according to the instructions of the Examinations Officer and should meet all the requirements of examination boards in respect of such items as non-examined assessment work and estimated grades
- Ensure students are prepared for public examinations by monitoring the teaching of the current syllabus, providing resources and guidance to allow students to revise effectively, and communicating appropriate academic information to parents

Students & Parents

- Ensure all students develop as strong learners, make good progress and ensure the appropriate use of IT within the department to allow students to use MS Go devices positively in support of their learning
- Ensure the department adheres to the school's assessment and marking policy and students develop good learning behaviour in the classroom
- Ensure students are taught according to their educational needs and abilities, organising appropriate setting and overseeing good student discipline in the department
- Head of Department will respond in a timely manner to any queries or concerns from parents and seek to keep them informed of any concerns about their child in good time

Teaching & Learning

- Develop a stimulating and inspiring scheme of work for Geography across the year groups that seeks to develop a lifelong love of the subject
- Maintain departmental resources and an inventory of items in the Department
- Promote this popular subject to students in Year 9 and Year 11 as well as to external students looking to join the Sixth Form and liaise with the wider community and professional bodies
- Communicate in a timely and effective way to parents, staff, and students about the arrangements for departmental events
- Chair regular departmental meetings to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues and undertake any duty reasonably required from time to time by the Headmaster

Teaching

- Plan high-quality lessons in accordance with the departmental Scheme of Work
- Take full account of students' prior levels of attainment and use this along with available academic data to inform planning
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire students
- Encourage students and show genuine enthusiasm for their subject within the classroom
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all lessons and activities
- Set appropriate and challenging goals for all students
- Identify and work appropriately with those students with 'Special Educational Needs and Disabilities', 'Potential High Achievers', and those with 'English as an Additional Language'
- Organise and deliver Geography clinics / drop-in sessions, as required
- Communicate effectively with parents
- Set work when required for absent students and e-mail to parents
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice
- Research new topic areas and maintain up-to-date subject knowledge

Assessment, Recording and Reporting

- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all students, as appropriate
- Mark and return work set, including homework in line with the departmental and whole school policies and within an agreed and reasonable time
- Carry out assessment programmes as agreed by the Deputy Head Academic
- Complete detailed full written reports and grade cards and attend parents' evening as required to ensure parents are regularly updated about their child's performance and targets

Pastoral

- Undertake the duties of a form tutor within one of the school houses
- Develop positive working relationships and lines of communication with the members of your tutor group and their parents / guardians
- Deliver the school's PSHE programme to your tutor group with the support of the Head of PSHE
- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times.

Co-Curricular & Whole School

- Take a full and active role in the co-curricular programme on offer at the School
- Organise and participate in educational visits, departmental events, School Open Days and Entrance Examination Day
- Participate once a week as a member of the staff duty team as well as cover for absent colleagues

Performance Management and Professional Development

The Head of Department will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually a member of the Senior Management Team) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Person Specification – Head of Geography

	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree in Geography	✓		Application Form
Previous Head of Department experience		✓	Application form
Evidence of qualification to teach Geography to A Level	✓		Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	✓		Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	✓		Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with colleagues	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Have a good range of teaching strategies to foster excellence	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective Learning with a range of teaching strategies	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents	✓		Interview
Mark effectively and provide developmental feedback	✓		Interview
Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning		✓	Interview
Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students	✓		Interview



	Essential	Desirable	Primary means of assessment
Management			
Ability to lead and manage a team	✓		Interview
Ability to support and develop the work of colleagues within the department	✓		Supporting Letter
Ability to work effectively with the Senior Management Team in developing the department in line with whole-school and departmental priorities	✓		Supporting Letter / Application Form
Demonstrate relevant management experience or the potential to develop such skills	✓		Supporting Letter
Demonstrate a clear understanding of the importance of professional development for all members of the department	✓		Interview
Ability to organise and coordinate a departmental assessment plan, including suitable moderation	✓		Supporting Letter / Interview
Whole School			
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	✓		Interview
Understanding Special Educational Needs and an ability to Implement education plans as required to enable all students to successfully access the curriculum		✓	Supporting Letter / Interview
The ability to deal effectively and sensitively with the needs of parents / guardians	✓		Interview
A commitment and willingness to engage in the wider co-curricular life of the school	✓		Supporting Letter / Interview
Ability to coach a team sport		✓	Interview
A positive motivation to work with young people	✓		Interview
Emotional resilience and a good sense of humour	✓		Interview



How to Apply

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post. Please read all of the information provided before completing your application. Within the application form there is the opportunity to demonstrate, using examples, your suitability for the role and the qualities you would bring to Halliford School.

Please visit the job listing at www.hallifordschool.co.uk/vacancies to download an Application Form.

Email the completed form, along with a covering letter, addressed to the Headmaster, Mr James Davies to hr@hallifordschool.co.uk

Applications must be received by midday on Friday 3rd March 2023

Interviews will be held at the School in early March 2023

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

We are proactively committed to creating a diverse staff body which reflects the community that we teach. At Halliford School we value diversity and inclusion; we want to attract the best people for the role available. This is regardless of age, ethnicity, sexual orientation, gender, disability, socioeconomic status or religious beliefs.

Halliford School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share our commitment. We are an equal opportunities employer and the successful candidate will be subject to enhanced DBS disclosure and employment reference checks. You must be eligible to work in the UK.

All applications will be acknowledged by email.

Offers of employment are subject to the receipt of a minimum of two references which are satisfactory to the School. Please refer to our Recruitment Selection and Disclosure Policy which can be found on the school website.

If you are shortlisted and invited for interview, we will ask you to bring in evidence of the following;

- Identity: passport or photocard driving licence
- Address: document from the DBS List of Valid Identity Documents with current address
- Proof to work in the UK: passport or UK birth certificate
- Qualifications: original documents confirming any educational and professional qualifications.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be asked to provide documentary evidence of the change.

If you have any queries at all about the recruitment process please contact Zoe Fazackerley, HR Officer on 01932 234 920 or zoe.fazackerley@hallifordschool.co.uk

Employee Benefits



Staff Pension

Membership of contributory pension scheme.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.



Meals and Refreshments

All staff are entitled to eat free of charge during term time where delicious home-cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room, with cakes on special occasions. Speciality tea and coffee are available daily from the Sixth Form Café.

Sports Facilities and Classes

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport. Matron also offers a weekly yoga class for staff after school.



Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Private Parking

Free on-site parking is available to all staff, subject to availability. Subject to approval, staff can use their private vehicles for school journeys during school hours covered by the School's insurance, and staff can claim suitable mileage.



Travel and Visits

We encourage and support staff to organise trips for our students which provide invaluable opportunities to travel and visit new countries.



Provision of a Microsoft Surface Go



Cycle to work scheme with [cyclescheme.co.uk](https://www.cyclescheme.co.uk)



Personal accident insurance through the school insurers



Staff Socials



Staff wellbeing support



24-hour counselling helpline service



Opportunities to join worldwide educational trips



Enhanced sickness



Location

Halliford School is situated in Shepperton, in a beautiful setting alongside the banks of the River Thames. The school was founded in 1921 as an independent grammar school on the present site. The School stretches out over six acres behind the tall-storied Georgian House set back from Russell Road.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.



There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.

How to find us



Halliford School SHEPPERTON

Independent Senior Day School
Boys 11-18 Years • Girls 16-18 Years

Russell Road Shepperton TW17 9HX

Tel: 01932 223593 Email: reception@hallifordschool.co.uk

www.hallifordschool.co.uk   

