



MILL HILL SCHOOL

The Ridgeway, Mill Hill, London NW7 1QS

INFORMATION ON THE POST OF HEAD OF GEOGRAPHY

A well-qualified and enthusiastic graduate is required for September 2017 to lead a successful and thriving department and to teach Geography to GCSE and A-level. Geography is a popular subject choices at Mill Hill, with consistently healthy numbers opting for GCSE and A-level and strong pupil interest in related courses at university. The successful candidate will be expected to play a full part in the extra-curricular life of the School. He or she will be paid at the appropriate point of the Mill Hill School salary scale. The School and all staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. Closing date for applications: Friday 17 February 2017.

SAFEGUARDING AND THE WELFARE OF CHILDREN

The Foundation and all its staff are fully committed to safeguarding the welfare of children. It is the responsibility of every employee of the Mill Hill School Foundation to promote and safeguard the welfare of children, to comply with the Foundation's Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School, and to report to the Designated Person any concerns relating to the safeguarding and welfare of children. The Foundation has in place a safer recruitment policy which includes procedures designed to ensure that the health, safety and welfare of children are paramount considerations in the appointment of all members of staff.

THE SCHOOL

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 680 pupils aged between 13 and 18, of which 260 are in the Sixth Form. The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well as an on-site International School. We are situated in a magnificent 120-acre parkland site on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with roughly 150 boarding pupils. We provide a dynamic and varied programme of activities for day and boarding pupils on Saturdays, including academic enrichment workshops and games matches. We are committed to the full induction of all new teaching and support staff as well as their on-going professional development.

THE GEOGRAPHY DEPARTMENT

Staffing

In September 2017 the department will comprise the Head of Department plus two full-time teachers, one of whom is a Day Housemistress, and a part-time teacher who is shared with another academic department. The present staff span a strong range of experience and specialisms. The department is a School Member of the Geographical Association and of the Royal Geographical Society.

Curriculum

At all levels our key aim is to stimulate an interest in and enjoyment of the subject, and the department has a good record of academic success. Our GCSE three-year average pass-rate is currently 57.5% A*/A and our A-level three-year average pass-rates are 53.9% A*/A and 82.5% A*-B. An increasing number of pupils are going on to study Geography-related subjects at undergraduate level.

In the pre-GCSE year (Fourth Form – Y9), the course has been internally organised, with resources mainly produced in-house and focused project work as part of the syllabus. The curriculum is designed to build on the Common Entrance experience, provide a solid foundation for further study and give those pupils who leave the subject a broad base of geographical knowledge. The department has strong links with the Geography Department at our Foundation prep school, Belmont.

At GCSE, the subject is a popular option, with over 60 pupils per cohort. For the change of specification, we have chosen to teach AQA GCSE (syllabus 8035). In the Lower Sixth there are usually around 30 pupils taught in two sets, with 20-25 completing the A-level in the Upper Sixth. For the new specification, we have opted for CIE International A-level, thereby retaining an AS/A2 modular structure in Geography. Sixth Form teaching is divided between the three full-time geographers in the department, reflecting their specialisms.

Accommodation and Resources

The Geography Department is located on the top floor of the Favell teaching block which was opened in 2007. There are three main classrooms (each with ICT and integrated sound and projection facilities), a spacious departmental office and two well-sized store rooms. The Geography and Business Education Departments share a large, ICT-enabled Sixth Form library and study area. The department is well-resourced with field equipment.

Fieldwork

Fieldwork is an integral part of the teaching of Geography at Mill Hill. Our GCSE and A-level cohorts are taken on day and short residential trips in the UK during term-time. The department also offers popular overseas fieldwork visits during school holidays. Recent destinations have included Iceland and Morocco.

PASTORAL AND EXTRA-CURRICULAR CONTRIBUTION

The successful candidate will be expected to play a full part in the broader life of the School. This will include responsibility for a tutor group, reporting to a day or boarding Housemaster/mistress as appropriate. The successful candidate will contribute to the School programme of games and/or activities. This will involve participation during the five-day week as well as working in the region of eight to twelve Saturday mornings or afternoons per academic year. All staff are additionally expected to attend Foundation Day (the School's Speech Day) which takes place on the third or fourth Saturday in September.

PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

- A strong academic background, with at least a good honours degree in Geography or a related discipline and, ideally, a PGCE or equivalent
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- High personal and professional standards
- Strong managerial skills and the ability to lead a team
- Track record in developing and promoting interest in the study of Geography
- Thorough knowledge of the subject and an interest in current developments
- Awareness of current trends in curriculum content and assessment routes
- Excellent time management and organisational skills
- Ability to take responsibility and to show initiative
- Ability to take the lead in developing new teaching and learning strategies
- Ability to use a variety of teaching and learning styles
- Ability to convey infectious enthusiasm for the subject
- Experience in the use of ICT to support the teaching of Geography
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Ability to manage practical classes effectively and safely
- Motivation to work with children and young people
- Positive attitude to managing behaviour in the classroom



Job Description for a Head of Department

Every Head of Department is directly accountable to the Head. From day to day, he/she is line managed by a specific member of the Senior Management Team with whom he/she has a formal, minuted meeting at least every three weeks during term-time. He/she should also liaise with the Deputy Head (Academic) and Assistant Head (Academic) as appropriate. Heads of Department are expected to attend and contribute to the meetings of the Academic Heads and other groups where relevant. Heads of Department must remain vigilant in matters of safeguarding, ensuring that concerns which arise through lessons, prep and attitude to work are passed on promptly to the Designated Person.

The primary objective of a Head of Department is to provide academic leadership by:

- Encouraging academic rigour, high pupil expectations and intellectual ambition
- Promoting pupil confidence and success in the subject
- Maximising public examination results
- Realising departmental development targets which relate to the School Development Plan
- Ensuring the department works in accordance with published School policies
- Keeping abreast of issues relating to the subject
- Teaching to the highest standard and promoting excellent teaching
- Creating a positive, forward-looking team spirit in the department
- Maintaining pupil respect for the subject and good classroom discipline

The key areas of responsibility of a Head of Department are to:

1 Develop and maintain high standards of Teaching and Learning:

- a) Promote the development of Teaching and Learning in the department to the most ambitious level possible
- b) Encourage pupil take-up at GCSE and A level
- c) Encourage applications to competitive higher education courses
- d) Monitor, report and act on pupil performance, including regular progress testing and consultation with teachers
- e) Liaise with members of the SMT, Housemasters/mistresses, tutors, parents and others, as appropriate, regarding concerns over pupil performance or behaviour
- f) Provide support to departmental colleagues in dealing with behavioural issues
- g) Develop and enhance the teaching practice of those in the department
- h) Ensure teaching is organised to cater for the range of pupils in the School, including SEND, EAL and G+T
- i) Develop staff and pupil use of the VLE and other educationally appropriate forms of ICT

- 2 Support the Head and SMT in the process of new staff appointments:
 - a) Help prepare the job description and advertisement
 - b) Help shortlist candidates in accordance with the School's recruitment and appointment procedures including those relating to safeguarding
 - c) Participate in the interview and assessment process
 - d) Oversee the induction of new staff on departmental matters
 - e) Review new staff in accordance with School induction policy

- 3 Manage the academic and support staff in the department:
 - a) Organise and effectively deploy staff
 - b) Appraise the work of the staff in the department in accordance with relevant School procedures
 - c) Identify staff development and training needs in line with the School Development Plan
 - d) Monitor the work of the members of the department, including keeping marking in line with School and department policies and periodic inspection of markbooks
 - e) Report concerns about any staff in the department to SMT
 - f) Respond in timely fashion to any parental complaints about staff in the department

- 4 Carry out the department's administrative responsibilities:
 - a) Maintain up-to-date and helpful departmental documentation, including the departmental handbook, schemes of work and internal assessment schedules
 - b) Maintain up-to-date central departmental records of pupil performance and progress
 - c) Conduct and minute weekly departmental meetings
 - d) Organise internal examinations, progress tests and setting
 - e) Mark entry scripts and provide candidate interview notes in timely fashion
 - f) Make public examination entries via the Exams Officer
 - g) Report on public examination performance
 - h) Ensure the department contributes fully to reporting, including UCAS references
 - i) Plan appropriate departmental staffing and rooming for the School timetable
 - j) Formulate an annual budget request
 - k) Organise and effectively deploy resources, including managing the departmental budget
 - l) Request maintenance of equipment and fabric
 - m) Comply with health and safety regulations and conduct risk assessments where relevant

- 5 Promotion and representation of the department and its work:
 - a) Attend and contribute to Academic Heads' Meetings, Joint Housemasters/Academic Heads' Meetings, Cross-Foundation Academic Heads' Meetings and other groups as appropriate
 - b) Disseminate information from meetings to the department
 - c) Arrange for appropriate representation of the Department on Open Mornings and other whole school events
 - d) Provide annually updated entries for publications such as Curriculum Guides for pupils and their parents
 - e) Provide annually updated materials for the School website and magazine
 - f) Suggest news stories for the website