



Fareham
Academy

Applicant Pack

Teacher of Geography

(With Head of Year for the right candidate)

MPS/UPS – (+TLR 2b for Head of Year)

Start date: January 2023

Fareham Academy
www.fareham-academy.co.uk/vacancies

For an informal discussion about this post, more information or to arrange a visit, please contact the Academy on 01329 318003 or g.payne@fareham-academy.co.uk

Closing Date: 14 October 2022

Letter from Headteacher

Dear Applicant

I am delighted that you are expressing an interest in working at Fareham Academy. We are a caring and forward-thinking school, where academic achievement and the personal development of each child go hand in hand. Our motto “Unlocking Potential – Creating Opportunity” supported by our values of Resilience, Aspirations and Kindness captures the ambition we have for all our students.

Throughout my time as Headteacher, especially through these turbulent times, I have consistently seen exceptional teaching and learning, which has been verified through our recent Ofsted Inspection in October 2021. I am especially proud that several members of our Middle Leadership started their careers with the school. We are committed to the development of all our staff and providing the opportunities and support to progress in their careers.

We are looking for the right person to add value to our school and be part of our exciting journey. I wish you the best of luck with the application process.

If you have any questions on the recruitment process, please email g.payne@fareham-academy.co.uk or visit our website: www.fareham-academy.hants.sch.uk

Yours faithfully,

Christopher Prankerd
Headteacher



Teacher of Geography

We are seeking to appoint a talented and enthusiastic Teacher of Geography, who must be, or have the potential and aspiration to be a consistently good or outstanding teacher, who wants to raise the attainment and ambitions of students of all abilities in Geography.

The successful individual should be ambitious and hardworking to join a diligent, enthusiastic and committed Humanities faculty. The successful candidate should be a dedicated and highly motivated professional. Committed to teaching across key stages 3 & 4.

Our Humanities department is proactive in the pursuit of quality teaching and learning; therefore, the successful candidate will need to be an outstanding classroom practitioner, committed to continually evaluating and improving provision and resources. The ideal candidate will be someone with a passion for their subject who will inspire and engage our students, and who will actively assist in the further development of Geography within the school. We are looking for a forward-thinking, innovative individual who will support the department and continually enhancing the quality of learning and achievement.

It is the aim of the team to get students to reach the highest possible standard that they can achieve, ensuring that they are well prepared for both internal and external examinations, higher education and the world of work.

We have the opportunity for the right candidate to offer Head of Year responsibilities.

Head of Year

Our Heads of Year oversee approximately 180 students in a year group and move through the main school with them. As an important middle leader, you will also take on a whole school role in promoting your year, advocating your students and also as someone who embodies our vision and ethos.

The role is focused on the students: ensuring that every one of them makes good progress and that every one of them develops and grows. To do this you will monitor academic progress in all subjects, identify those who are not achieving fully and plan and deliver interventions. You will also monitor and identify those who are struggling socially, emotionally or simply not reaching their potential, as well as student attendance and punctuality.

As Head of Year you will have strong support from your fellow Heads of Year as well as the Head of Key Stage. Most importantly, you will have support from students and parents who want the same things from the school as we want and will help you to build them if you lead them well.

Your Opportunity

Geography at Fareham Academy our students learn to value and care for the planet and all its inhabitants. Geography is a subject which builds on our young people's own experiences, helping them to formulate questions, develop their intellectual skills and find answers to issues affecting their lives. Geography helps us investigate and to think critically and creatively about the complexities of places, and different views and feelings relating to places. Fieldwork and outdoor education are essential to geography, helping develop significant skills with a strong emphasis on utilising maps and visual images. These transferable geographical skills help to equip our students for lifelong learning as responsible global citizens.

We are looking for a highly motivated individual who:

- Has excellent subject knowledge
- Believes in young people
- Is dynamic, innovative and inspirational in the classroom
- Is passionate about English and is keen to improve standards across all year groups
- Ensures students succeed and are challenged to achieve their potential
- Has the ability to teach outstanding lessons across the age range
- Enjoys working as part of a team
- Sets high expectations of themselves and their students
- Is committed to providing access for students to a range of opportunities
- Is able to forge positive relationships with students

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement
 - Enthusiastic students who are willing to learn and are proud of their learning environment
 - Opportunities for further professional development
 - A caring and supportive working environment within a vibrant school community
 - A personalised CPD programme suited to staff requirements
 - Access to a network of schools to support personal and professional development
- Well Being Service – Employee Assistance Programme (EAP)



**“A place where staff
cultivate a desire for
learning and self-
improvement.”**



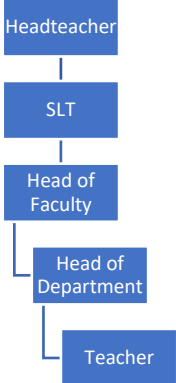
Unlocking Potential
Creating Opportunity

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.

Post Details		Last Updated: 26.03.21			
Department:	Humanities				
Job Title:	Teacher of Geography (with responsibilities)				
Salary:	MPS/UPS				
Responsible to:	Head of Faculty & Head of Department				
<u>Job Purpose Statement</u>					
<p>All staff should promote the school ethos, and health and safety, and contribute to continuous school improvement. To contribute to the wellbeing and development of the school by teaching, inspiring, guiding and caring for students inside and outside the classroom. To ensure that all students make outstanding progress and achieve targets and fully implementing policies and procedures.</p>					
<p><i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i></p>					
Qualifications	Essential/ Desirable	A	I	L	R
Degree in Geography	E	*		*	
PGCE or equivalent teaching qualification	E	*		*	
A postgraduate degree	D	*			
Professional Knowledge and Understanding	Essential/ Desirable	A	I	L	R
A minimum of three years' experience in a teaching/learning/child support working environment, with a proven track record of improving results.	D	*			*
Detailed knowledge and understanding in the subject of Geography	E		*		*
Ability to apply knowledge and skills from theory in a practical classroom context	E		*		*
Ability to motivate and encourage children	E		*		*
Effective classroom manager	E		*		*
Ability to demonstrate understanding of complex problems and apply in depth knowledge to address them	E		*		*
Ability to create effective relationships with a variety of different people	E			*	
Experience	Essential/ Desirable	A	I	L	R
Experience of teaching at KS3 & 4	E	*			*

Excellent experience and knowledge of IT support learning	E	*	*	*	*
Excellent use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life.	E	*	*		
Experience of marking for examinations boards	D	*			
Evidence of ability to teach across the whole of the 11-16 age range	E	*			*
Evidence of use of strategies for raising achievement and achieving excellence	E	*			*
Evidence of use of strategies for ensuring inclusion, diversity and access	E	*			*
Highly successful teaching including exam result success at all key stages for at least 3 years	D	*			*
Leadership and Management Skills	Essential/ Desirable	A	I	L	R
Ability to prioritise, plan, organise and manage work life balance	E	*			*
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	E	*	*		
Excellent time management and organisational skills	E		*		
Excellent interpersonal, presentation and communication skills, both written and spoken	E	*	*		*
Ability to manage and deliver own course units and contribute to team taught course units	D	*	*		
Ability to contribute to wider school administration and initiatives	D	*	*		*
Communicating & Influencing	Essential/ Desirable	A	I	L	R
Ability to influence desired student behaviour	E			*	
Ability to generate enthusiasm in students	E			*	
Excellent communication skills, able to clarify and explain instructions	E		*	*	
Other skills & Behaviours	Essential/ Desirable	A	I	L	R
Ability to stay calm	E			*	
Empathy with students and sympathetic to their needs	E			*	
Professionally discrete and able to respect confidentiality in particular areas	E				*
Safeguarding Children	Essential/ Desirable	A	I	L	R
Committed to safeguarding and promoting the welfare of children and young people (References)	E	*	*		

Equality	Essential/ Desirable	A	I	L	R
The ability to ensure that there is equality of access to educational attainment & all aspects of equality are adhered to	E	*	*		
Personal and Professional Qualities & Attributes		Essential			
<ul style="list-style-type: none"> • Excellent organisational ability • Ability to organise own teaching resources and activities to deadline and quality standards • Ability to plan, manage, organise and assess teaching objectives • Ability to contribute to the design of subject units, curriculum development and new teaching approaches • Inspire, challenge, motivate and empower the school community to carry forward a shared vision. • Build and maintain effective relationships. • Think strategically, create, maintain and share a coherent school vision. • Manage change, conflict and empower individuals and teams. • Listen to, and reflect on, feedback from others, including colleagues and trustees. • Think creatively to anticipate and solve problems • Prioritise, plan and organise themselves and others • Set & achieve ambitious, challenging goals and targets • Knowledge/understanding, consistency, complete finisher, supportive/loyal/trustworthy, effective communicator, take initiatives follows up, creates sustainability and motivates. 					
Organisational Information					
<p><i>All staff are expected to:</i></p> <p>Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.</p> <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the school's Health and Safety Policy. <p><i>Undertake such other duties within the scope of the post as may be requested by your Manager.</i></p>					
 <pre> graph TD HT[Headteacher] --> SLT[SLT] SLT --> HOF[Head of Faculty] HOF --> HOD[Head of Department] HOD --> T[Teacher] </pre>					

Main Responsibilities/Activities:

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.

More specifically the post holder will be expected to:

Main Responsibilities:

- To create an exciting learning environment securing department improvement, raising attainment and achievement.
- To plan, resource and deliver lessons to a high standard that ensure real learning takes place and students make good progress.
- To prepare, develop and deliver lessons in the timetabled subject, according to the schemes of work agreed within the department.
- To ensure that all students achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level.
- To monitor and record the performance of students.
- To foster and maintain high standards of effort and discipline amongst the students by the use of appropriate school-based rewards, negotiated goals and sanctions.
- To encourage effective learning by the appropriate use of formative assessment, target setting and the development of teaching and learning styles.
- To foster an atmosphere of mutual respect with students in all classroom activity.
- To develop and foster good working relationships with all staff.
- To be prepared to undertake the pastoral role of a form tutor
- To comply with all Examination Board regulations in regard to the teaching of examination subjects and the completion of coursework.
- To attend meetings as directed by the Head of Department and Head of Faculty.
- To attend Academic Review Process as appropriate.
- To care for and maintain such equipment and books as may be in use in the teaching base or location.
- To display work or materials which enhance the learning environment.
- To contribute positively to the extracurricular life of the school.
- To be proactive in the pursuit of continuous professional development ensuring you maintain an up to date knowledge of teaching practices.
- To liaise with the department on assessment.
- To build positive relationships with Pupils, Trustees, Colleagues, Educational Psychologist, Education Welfare Officer, LEA Specialist, Examiners, Educational Specialists and Outside contractors.
- To comply with the requirements of Health and Safety, other relevant legislations and school policies, and understand and comply with the school's equal opportunities policy

If with additional responsibility:

Leadership

- Promote the highest standards of student behaviour, conduct and attitudes and ensuring the delivery of a relevant assembly programme in line with the PDL curriculum.
- To be the effective leadership to the team of tutors in the year group.
- To set expectations of staff and students within the context of School Policies and Procedures in the pastoral area e.g. Behaviour management, attendance, rewards and sanctions.
- To monitor and ensure the implementation of school policies.
- To build capacity for student achievement by upholding and supporting the school's vision and culture of learning.
- To lead by example establishing a collaborative learning ethos by sharing good practice and ensuring consistent practice within and across all year teams supporting colleagues and developing a culture of learning from each other.
- To be accountable and actively maintain high standards of student behaviour and conduct within Year Groups.
- To support SLT in managing challenging student behaviour and to liaise with Local Authority Inclusion.
- To liaise with the Headteacher in establishing effective, consistent behaviour leadership across the school, upholding the school's policy and practice.
- To ensure effective communication is established and maintained with colleagues, students, parents, Governors and other external agencies.
- To identify areas for improvement for personal and professional development including students learning through tutor time and colleagues' professional development through middle leadership.
- To liaise with the school SENDCo when individual students are at risk of permanent exclusion or need alternative provision) to support their needs.
- To liaise with external agencies and attend relevant meetings.

Management

- To oversee, co-ordinate and monitor a group of Form Tutors. This will include a weekly tutor meeting led by HOY.
- Liaise with subject areas regarding any individual concerns and set and agree non-academic targets for the student.
- To liaise with Head of Key Stage in analysing attitudinal data versus potential target grades identifying students of concern for further action in accordance with school policy.
- To monitor and ensure that all data is shared with and consistently used by the tutor team in tracking and monitoring student behaviour and attendance and that specific smart targets are being set through the review process.
- To attend SEND student meetings in collaboration with the schools SENDCo.
- To liaise with Student Services Manager, Head of Key Stage, Deputy Headteacher and the Headteacher regarding any student at risk of permanent exclusion ensuring that there is a clear timeline of behaviour and attendance interventions. Where appropriate ensure EIS provision is accessed.

- To establish and implement systems for the promotion, good conduct and recognition of students' achievement through the school's policy.
- To monitor and evaluate the quality of teaching and learning within tutor time ensuring that the student's welfare, discipline, attendance, punctuality and uniform are maintained to a high standard.
- To organise and co-ordinate the operational tutor programme for the tutor teams.
- To monitor student's contact books regularly.
- To co-ordinate reward systems in your year group within the allocated budget.
- Oversee attendance intervention actioned by Assistant Head of Year.
- To manage the process of admissions of students into a year group under the direction of the SLT.
- To ensure the maintenance of accurate and up-to-date information concerning the Year group using the school's management information system.
- To manage, co-ordinate and lead weekly Year assemblies.
- To promote and support school events and extra-curricular activities within the year group.
- To ensure effective communication with parents responding to parental concerns and alerting SLT and colleagues as necessary in the reasonable time frame.
- To attend and contribute to middle leader meetings.
- To co-ordinate and organise the annual parents evening for the year group.
- To attend and support curriculum evenings for the year group where possible.
- To chair meetings with form tutors ensuring that suitable actions are taken.
- To attend pastoral meetings linked with the member of SLT assigned as the line manager.
- You will be able to communicate effectively with parents and other stakeholders in order to enhance student's development.
- To be a trained Deputy Designated Safeguarding Lead and attend relevant training.
- To identify and oversee attendance interventions.

Communication

- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with other local schools, higher education, industry and other relevant external bodies where appropriate.
- To represent the Year groups views and interests.
- To keep parents informed of student behaviour, progress and attendance and make contact and arrange meetings as necessary.

Ethos

- To uphold and reinforce the school's code of conduct by setting a personal example and acting as a figure head for the students and staff.
- To work to encourage a sense of identity with, and loyalty to, the year and school.
- To seek opportunities for students to acquire the levels of self-discipline and respect which make the school a caring and civilised community.
- Support year group behaviour and standards during social times, before school and after school.

Administration

- To maintain and update student record files and logs.
- To provide materials and activities to support tutors in raising tutor group standards in behaviour and attendance.
- To monitor students, use of the contact book.
- Complete relevant manage move documentation pre-panel meeting for SLT and ensure plans and procedures are in place to initiate the student and monitor their progress.
- You are required to carry out the duties of a schoolteacher as set out in the relevant paragraphs of the current Schoolteachers' Pay and Conditions document.

All the above duties and responsibilities to be carried out in accordance with Fareham Academy's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety. Any other duties and responsibilities appropriate to the grade and role