



Uckfield College

Recruitment Information Booklet

**Deputy Curriculum Leader
of Geography**

MPS/UPS plus TLR2A

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

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In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

"Teachers make better use of assessment information to plan work that meets the needs of all pupils."

"Teachers make good use of technology available."

"Teachers have worked collaboratively... to increase the level of challenge for pupils."

"Teachers... ensure a consistent approach to feedback."

"Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."

"Pupils feel that their teachers listen to them in lessons and that they are well challenged."

"Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

"Pupils are typically very well behaved."

"Pupils are friendly, polite and there is a harmonious atmosphere in the school."

"Pupils say that homework tasks extend their current learning and provide additional challenge."

"Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Deputy Curriculum Leader of Geography (MPS/UPS)

| | |
|---------------------|-----------------------------------|
| Hours | Full Time |
| Commencement | 1st September 2019 |
| Contract | Permanent |
| TLR | TLR2A (<i>currently £2,721</i>) |

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Wednesday 1st May at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Lesson Observation
- Tour of the College
- Safeguarding Interview
- Presentation and discussion on leading Outstanding Teaching and Learning in Geography
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

Job Description

Job Title: Deputy Curriculum Leader of Geography

Responsible To: Curriculum Leader of Geography

Main Purpose of the Job

- To deputise for the Curriculum Leader to support, hold accountable, develop and coordinate a team of people focusing on this area in order to raise standards of student attainment and achievement.
To carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal.
To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

Students: Accountable for the oversight of learning of all students.

Staff: Where appropriate, accountable for the direct line management/coordinating the work of teaching staff and other relevant personnel within the department.

Resources: Accountable for the teaching and learning budget allocated to this curriculum area; the physical learning environment.

Key Accountabilities

Strategic Direction and Development:

Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole College improvement.

Develop and implement policies and practices which reflect the College's commitment to high achievement and effective teaching and learning.

Develop and implement policies and practices which reflect the College's commitment to every child.

Contribute to leading developments across the subject area which identify clear targets, timescales and success criteria for the Curriculum Area Development Plan.

To monitor and evaluate progress against the Curriculum Area Development Plan including the quality of teaching and learning.

Where appropriate, to lead the development of syllabus choice and schemes of learning taking account of College and National trends.

Ensure the maintenance and availability of accurate and up to date information about the Curriculum area.

To analyse departmental and college data to ensure that student performance targets are in line with whole College targets.

Create a positive atmosphere for learning for all students across the Curriculum area including the management of behaviour.

To contribute to the development of College policy.

To act as a Champion for your Curriculum area and contribute to whole College issues.

To implement College policies and procedures e.g. Equal Opportunities, Health and Safety, SEN, Literacy, Numeracy and ICT across the curriculum area.

To ensure provision for safeguarding and promoting the welfare of students across the subject area in lessons and other activities.

Leading and Managing Staff:

Provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning.

To contribute towards developing and sustaining a shared vision and common purpose in Curriculum area and to secure commitment from all staff in the department.

To be a positive role model for your team/department.

To develop team-working strategies.

To advise on the coordination of INSET provision that meets the training needs of the team.

To use coaching and mentoring strategies as appropriate to develop team members.

Line management of colleagues to include Performance Management where appropriate.

If relevant to provide advice on threshold, upper pay spine and other professional development opportunities.

To be aware of the welfare and wellbeing of staff in the Curriculum area.

Teaching and Learning:

Secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.

Pedagogy and methodology - to use and share evidence informed practice with the department.

To develop the use of lesson observations to improve practice ie part of College self-evaluation and review and internal procedures.

In collaboration to ensure marking and assessment across the Curriculum area is in line with College policies (including AFL policy) and meet exam board criteria.

Reporting on student progress. To include working with pastoral teams and support staff.

To implement where relevant, educational enhancements (booster classes, trips and visits).

To establish and develop the process of target setting across the Curriculum/Subject area in line with curriculum practice and work towards their achievement.

Coordinate praise, rewards and good news/publicity about student participation and achievement.

Monitor student progress and implement intervention strategies.

Deployment of Resources:

Identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely.

If applicable manage the teaching and learning budget of the Curriculum area to ensure Best Value for Money;

To assist in ensuring that the Curriculum area's teaching commitments are effectively and efficiently timetabled and roomed.

To assist with the deployment of resources to maximise student learning.

To assist with overseeing the use of accommodation and resources to create a positive learning environment.

To assist in coordinating the organisation and maintenance of equipment and stock.

To implement College policies, procedures and risk assessments with regard to Health and Safety e.g. COSHH.

To oversee the effective, efficient deployment of student teachers to ensure curriculum and pastoral continuity.

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Curriculum area with the cover supervisor/relevant staff.

To be responsible for the efficient and effective deployment of the Curriculum area's technician/support staff.

To participate in the selection of staff new to the College and/or to teaching and to ensure effective induction.

To set up review procedures to support staff promoted to new posts within the Curriculum area.

Communication

Communicate and consult with parents and Governors where appropriate.

to contribute to the corporate life of the college and represent the Curriculum area through effective participation in meetings eg Curriculum Leaders; Leadership Team and Key Stage discussions;

to liaise with external agencies as appropriate

to chair meetings as appropriate

to take responsibility for Curriculum area in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with other schools.

to represent the wider Curriculum area as and when required.

Curriculum Development

To assist with leading on and evaluating Curriculum development and provision (syllabuses/schemes of learning) across the subject area in order to ensure appropriate challenge and success for every student.

To keep up to date with National developments in the curriculum area and teaching practice and methodology.

To actively monitor and respond to Curriculum development and initiatives at National, Regional and local levels.

Quality Assurance

To ensure the effective implementation of High Reliability protocols across the Curriculum area.

To assist with the evaluation of the practice within the department and reporting and evaluate on examination performance in line with the College self-evaluation process.

Developing the use of Student Voice across the Curriculum area.

Refer to the current 'Conditions of Employment for Teachers other than Head Teachers' from School Teachers' Pay and Conditions Document from the DfE.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually.

Person Specification: Deputy Curriculum Leader of Geography

| | Essential Criteria | Desirable Criteria |
|-------------------------------|---|---|
| Education and Training | <p>Qualified Teacher Status</p> <p>Good Honours Graduate</p> | Evidence of relevant further professional development |
| Subject | Specialist subject area – Geography | Able to teach subject to A Level |
| Experience | Use of strategies to have successfully raised student achievement | Leadership experience |
| Personal | <p>Outstanding classroom teacher</p> <p>High quality interpersonal skills</p> <p>Team player</p> <p>Flexible</p> <p>Proactive and able to make decisions</p> <p>Ambitious, personally and for the College</p> <p>Positive 'can do' attitude</p> <p>An educational vision focused on students</p> <p>Excellent range of communication skills; listening as well as speaking, presenting, writing</p> <p>Aware of strategies to raise student achievement</p> | |

Role of Form Mentor

Line Manager: Director of Year

Professional Duties

- To act as the first point of contact between home and college and to advise and guide parents and students on a day to day basis.
- To get to know the students in the mentor group and strive to be aware of backgrounds as these will affect the student's performance in college.
- To establish a positive relationship between mentor and the student so that the mentor is aware of both danger signs and indications that the group and individuals are functioning well.
- To encourage each student to take a full part in college activities.
- To be a source of information about the college and to interpret college policy to the students as it affects them.
- To maintain high standards of college uniform with all students in the group.
- To liaise with senior pastoral staff about students in difficulty or trouble.
- To complete the form register and to do so in a well-controlled manner so that the information recorded is accurate and in accordance with the notes in the staff guide.
- To check (using Google Classroom) and encourage students to:
 - complete homework that is set; and
 - hand homework in on time.
- To ensure that all absences are covered by letters or telephone calls from parents. Directors of Year should be notified when a Form Mentor is unable to obtain a satisfactory reason for absence either from the students or from contact with the parents directly.
- To monitor students' academic progress through profiles/reports and data/progress analyses. To make a meaningful and appropriate comment on social and academic progress made as required by the style of the report.
- To coordinate appropriate intervention strategies to support students' academic and social progress.
- To deliver the set mentor programme during Personal Development Time and Life Learning.

Departmental Structure and Organisation 2018/2019

Geography Department

Staff

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|-------------------|---|
| Mark Leswell | Curriculum Leader of Geography |
| Katie Barnes | Deputy Curriculum Leader of Geography |
| Stephen Simmons | Teacher of Geography and Director of 6 th Form |
| John Whilde | Part Time Teacher of Geography |
| Gemma Gilroy | Part Time Teacher of Geography |
| Beth Durley | Teacher of Geography |
| Dan Wynne Willson | Deputy Principal and Part Time Teacher of Geography |

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Accommodation

The Department is currently housed in four adjacent rooms upstairs in the main building, along with another located elsewhere in the college.

Uckfield College is having the majority of the school rebuilt and construction is underway. The Geography department will be in a completely refurbished building."

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Resources

- The teaching rooms are fitted with new interactive touch-screen flat panel screens.
- The College has an excellent Meru wireless network as well as a wired network.
- All teaching staff are currently issued with a free Chromebook. To enhance learning, all students have Chromebooks (Years 7 to 11) or their own device (Sixth Form).
- Resources for all Key Stages are shared between both staff and students. KS3 lessons follow the structure of the new curriculum (detailed on next page). KS4 Geography follows the AQA specification and KS5 follows Edexcel specification'

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Geography Provision

Key Stage 3 Students are taught in mixed-ability tutor group classes and have two lessons a week.

Year 7 The key topics covered are Introduction to Geographical skills, Living World, Coasts, Asia, Rocks and Rivers.

Year 8 The key topics covered are Tourism, Migration, Climate Change, Settlement, Population and Africa.

Key Stage 4 Geography is the largest option subject with between 4 and 7 teaching groups each year. Specification: AQA

Year 9 Students begin learning Paper 1 and 2.

Year 10 A combination of topics from Paper 1 and 2. Fieldwork in Summer to Eastbourne and Polegate that begins Paper 3.

Year 11 A combination of topics from Paper 1, 2 and 3.

Key Stage 5

Year 12 Students have four periods per week with two teachers and follow the Edexcel Specification. Geography is a popular subject, having one of the largest cohorts. Four days of fieldwork are completed during Year 12.

Year 13 Students have five periods a week with two teachers, following the Edexcel Specification.

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Public Examinations

Years 9/10/11 Students sit the AQA examinations at the end of Year 11.

Year 12 / 13 Students sit the Edexcel examinations at the end of Year 13 with a separation NEA.

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Additional Information

Geography is a popular and well-thought of subject at Uckfield College with a history of excellent exam results. We aim to use our own knowledge of and passion for the subject to enthuse the students and to develop in them an interest and concern for the world around them. We are an evidence informed department that has a focus on using teaching and learning research to improve outcomes.

Departmental meetings are scheduled at regular intervals and a major feature of these is a focus on teaching and learning and the sharing of good practice. Separate and distinct from department meetings are weekly Joint Professional Learning sessions (created by having a shorter school day on a Monday). The main purpose of these is for the staff to collaboratively plan and develop inspirational teaching, learning and assessment. We work as a team in order to improve progress and raise achievement. Improving the quality of teaching and learning is our main focus with initiatives including using research papers to inform our practice and curriculum.

We have run field trips throughout the school, the main trips being: a local area trip for all Year 7s; smaller field trips to Universities and other areas of interest in KS3, a local area day for Year 10; four days of local fieldwork in Year 13. In addition small local visits and visiting speakers are organised for particular groups. In the sixth form, after school trips to Geographical Association lectures in Brighton are offered and the Department also makes a significant input to the organisation.

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The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at Uckfield College, hr@uckfield.college. Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Wednesday 1st May at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include meetings with key members of the team, a lesson observation, a tour of the College and formal interviews.

If you require any further information please contact Caroline Selden at Uckfield College on 01825 764844, extension 1232 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email t.fletcher@uckfield.college.

