

## Job Description

### Head of Geography

**Fulham School**

**Line Manager/Reporting into:** Deputy Head Academic  
**Contract Type:** Full Time, Permanent  
**Closing Date for Applications:** 9am on Monday 19 September 2022  
**Start Date:** January 2023



**Fulham School** is seeking to appoint a **Head of Geography** to join us in January 2023.

### OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham, and we are excited to be extending our school to include a new sixth form opening this September.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

## “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

## WHY APPLY

### “Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

## HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact [vacancies@fulham.school](mailto:vacancies@fulham.school)

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

## ROLE SUMMARY & JOB PURPOSE

We are looking for a committed, passionate and enthusiastic teacher to join Fulham Prep School as Head of Geography. This is a chance to join a thriving team and help to lead and contribute to excellent Geography provision at an exciting time for the School.

## ROLE RESPONSIBILITIES

The General Professional Duties of all teaching staff include:

### 1. Teaching

- (a) Planning and preparing lessons and schemes of work in accordance with departmental and school policy and as directed by the Head of Department.
- (b) Teaching pupils and sets as assigned in the timetable, arriving punctually and maintaining good order and discipline among pupils, and registering pupils in accordance with School policies.
- (c) Setting and marking work as required; recording and assessing progress; producing subject reports and references; setting and marking internal examinations.
- (d) Promoting the progress of all pupils, differentiating for ability as required.
- (e) Preparing all pupils appropriately for their age and stage of development, including preparation for external assessment at the relevant age ranges.
- (f) Providing extra support after lessons if deemed appropriate by the Head of Department/Deputy Head.
- (g) Attending parent evenings, communicating with parents, and participating in staff meetings as required to discuss progress, for example with the Head of Department/Head of Year/SENCO.
- (h) Carrying out break/lunchtime detention if deemed appropriate by the Head of Department/Head of Year/SLT.
- (i) Maintaining a tidy and attractive learning environment in classrooms.
- (j) Playing a full role in departmental life and academic life, for example sharing resources, contributing to displays, taking part in trips and outings, leading assemblies if requested.

### 2. Other responsibilities

- (a) Acting as a form tutor as required.
- (b) Attending Department and general staff briefings and meetings to discuss curriculum, pastoral and other matters.
- (c) Leaving prepared cover work in case of absence and taking part in cover duties
- (d) Contributing to the organisation of whole school events where relevant e.g. Sports Day, Swimming Gala, Carol Service, productions.
- (e) Attending school assemblies.
- (f) Sharing in duties on a rota basis as requested.
- (g) Playing a full role in the wider life of the School and carrying out specific extra-curricular responsibilities as agreed.
- (h) Upholding the staff Code of Conduct and showing commitment to safeguarding, child protection and the well-being of pupils.
- (i) Actively upholding the behaviour and sanctions policies of the School, reporting concerns to form tutor or other pastoral or academic leaders as appropriate.

### 3. Professional development

- (a) Periodically reviewing schemes of work and teaching methods with the Head of Department and taking part in classroom observations.
- (b) Attending courses and INSET to develop professional skills as agreed.
- (c) Attending appraisals on a regular basis.

In addition to the general professional duties of all teaching staff, the Head of Geography's role includes:

- Preparing, deploying, and running staff training for currently used technology and newly introduced technology and digital experiences within all three schools
- Ensuring clear vision across all three stages of the curriculum (Pre-Prep, Prep and Senior) in partnership with each school's respective leads
- To support and guide the Head of Pre-Prep, Prep and Senior in technological and digital experience-based decisions, in an advisory role
- To regularly and thoroughly review and update all policies with a relationship with or designed for digital aspects of education, learning and safety at Fulham School, in partnership with the Heads of Pre-Prep, Prep and Senior
- To liaise with pastoral leads on critical elements of e-Safety, to ensure that all sites are consistently up to date with current trends and social shifts and that staff are digitally aware
- To liaise with the Fulham School SENCO(s), in order to provide digital solutions to barriers to learning, as well as assisting in their deployment and usage
- To be a first point of reference for staff queries that do not fall under the banner of infrastructure; more broadly – to offer a solutions-orientated approach to ensuring the smooth running of the staff, students and parents digital experiences on-site and off-site, with respect to the curriculum and learning generally
- Developing a clear, functional BYOD programme that embeds good, innovative teaching technique to accompany a succinct, simple roll-out wherever the Heads deem it to be useful and to manage those BYOD programme/s for the foreseeable future
- To liaise with Inspired leads on innovative curriculum techniques and types, structure and framework, with the wider European school structure in mind
- Being directly responsible for digitally onboarding new staff, ensuring that they understand and feel confident in using the wide range of digital environments that Fulham School works in and will work in in the future
- To plan, prepare for and ensure the smooth execution of digital guest speaking events, parent communication events and any and all digital interactive events, in partnership with the Head of Data, including events such as Parents Evening
- Meeting regularly with the respective Heads;
  - To establish common, progressive applications of digital learning and digital environments for each year group
  - To monitor and assess the development and execution of innovative and modern digital learning across all three sites
  - To communicate issues, problems and pitfalls of current and new digital systems as experienced by the staff, students and parents – following which, to pursue solutions and appropriate amendments to said issues
  - To support the continued development of Fulham School's digital prowess and modernisation
- To observe the use of digital technology and devices in each respective school and to assess their usefulness, effectiveness and general worth with regards to cost, on an formal and informal basis as required
- Establishing and maintaining a collaborative working relationship with Heads of Department, in

order to facilitate technological and digital ventures they may wish to pursue

- Ensuring that they are up to date with technological and digital developments that are pertinent to education and e-safety

#### **General Responsibilities**

- Always upholding Fulham School's Child Protection and Safeguarding Policy
- Maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with pupils, parents and colleagues
- Attending parents' evenings, departmental, pastoral and staff meetings
- Being prepared to be a form tutor and carry out break and lunch time duties
- Participating fully in the academic and pastoral life of the school and playing an active part in the extra-curricular programme
- Attending INSET days as required.

## WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<p><b>Inspired Required Teaching Standards</b></p> <p>A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> <li>• Able to set clear expectations and stretching goals</li> <li>• Adaptable teaching style incorporating feedback</li> <li>• A depth of understanding in the relevant subject area</li> <li>• Ability to judge learning effectiveness</li> <li>• Excellent preparation and planning</li> <li>• Assessment of student outcomes and feedback to enhance performance</li> <li>• Genuine care and attention for the highest standards of student welfare</li> </ul>	
<p><b>Skills and previous experience</b></p>	<ul style="list-style-type: none"> <li>• Proven experience of teaching Key Stages 2 and 3 Geography</li> <li>• Demonstratable interest and expertise in their subject area</li> <li>• Experience of leading a department</li> <li>• Experience in the design of schemes of work</li> <li>• Experience of budget-setting and working with budgets</li> <li>• Experience in the preparation of pupils for external assessment</li> <li>• Experience in operating as part of a collaborative form teacher team</li> <li>• Experience in pastoral care and pupil wellbeing</li> <li>• Confidence with use of ICT in teaching</li> <li>• Excellent interpersonal skills; ability to work both collaboratively and independently</li> <li>• Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload</li> </ul>	
<p><b>Qualifications and Accreditations</b></p>	<ul style="list-style-type: none"> <li>• University degree in Geography and/or related subject</li> <li>• Strong academic credentials</li> <li>• Appropriate right to work</li> </ul>	<ul style="list-style-type: none"> <li>• PGCE, QTS or equivalent</li> </ul>
<p><b>Personal Competencies and Attributes</b></p>	<ul style="list-style-type: none"> <li>• A commitment to professional development</li> <li>• Enthusiasm, energy and a positive and flexible approach</li> <li>• Ability to engage and motivate young people</li> <li>• Ability to manage own workload, to cope well under pressure and</li> </ul>	

	<p>meet deadlines</p> <ul style="list-style-type: none"><li>• Interest in working with students inside and outside the classroom to support their learning and personal development</li><li>• Readiness to engage wholeheartedly in the extracurricular and wider life of the school</li><li>• Recognition of the importance of personal responsibility for health and safety</li><li>• Demonstrable commitment to the safeguarding of students and child protection</li><li>• Demonstrable commitment to equal opportunities</li><li>• Commitment to the School's ethos, aims and whole community</li><li>• A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology</li></ul>	
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