

Job Description

Head of Geography, Reporting to the Headmaster



General Information

Dolphin is a modern and forward-thinking independent co-educational school for 3-13 year olds in Hurst, Berkshire; an exciting and enterprising place in which to learn, grow and be. At the heart of our educational practice is our “Freedom to Learn” philosophy – the belief that children learn best when they are happy, confident and inspired.

As Head of Geography, you will lead, develop and manage the effective delivery of an inspirational curriculum, which enables the highest level of student progress and attainment across the school.

Key Roles & Responsibilities:

- Teaching Geography across Years 3-8;
- Creating and implementing department schemes of work, as well as short, medium and long term plans;
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment of the Geography department;
- Manage the department budget, resources and learning environment;
- Keep up to date with any changes in learning and teaching related to Geography, DfE guidance and ensure all staff are kept informed;
- Drive forward the school’s ambition to obtain the “Eco Schools” accreditation;
- Contributing to other subjects and extra curricular areas of school life;
- Form Tutor;
- Attending Parents’ Evenings and school meetings as required;
- Playground and lunchtime supervision duties as required;
- Running two after-school clubs per term.

Person Specification:

The successful applicant is likely to have the following skills and qualities:

- BA (preferably in Geography or an associated subject area);
- QTS;
- Excellent communication skills
- Enthusiasm, commitment and energy;
- IT proficiency;
- Willingness to contribute to wider school life.

Application Process:

Safer Recruitment

Dolphin is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, a Criminal Records Bureau check at the enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK). Interviews will be conducted in person and they will explore candidates’ suitability to work with children.

How To Apply:

Completed Application Forms together with a covering letter detailing your suitability for the post should be sent to Kate Spooner, Headmaster’s PA either via email (headspa@dolphinschool.com) or in the post:

Headmaster’s PA
Dolphin School
Waltham Road
Hurst
Berkshire RG10 0FR

Deadline for Applications:

Monday 1 March 2021

Interviews

Interviews will take place week commencing Monday 15 March 2021