



FULHAM PREP SCHOOL

Fulham Prep is a co-educational school for children aged from 7 to 13 in West London.

HEAD OF GEOGRAPHY - START APRIL/SEPTEMBER 2018

We are looking for a well-qualified and experienced geography teacher to lead a lively and dynamic department, with overall responsibility for the teaching of Year 3 to Year 8. The candidate will primarily teach the middle and older year groups (Years 5 to 8), including 13+ scholarship. Experience of the British independent system and Common Entrance is desirable. The applicant should have a strong academic vision, excellent interpersonal and organisational skills. An ability to contribute to the wider school curriculum would be advantageous.

Closing date for applications: 10:00 a.m., Monday 29th January 2018

Interviews: w/c 5th February

Please go to our website (<http://fulhamprep.co.uk/our-school/Vacancies/>) for an application form, job description and copies of our recruitment policy and equal opportunities form.

Fulham Prep is an equal-opportunity employer and is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Scheme.



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HEAD OF DEPARTMENT JOB DESCRIPTION: GEOGRAPHY

In ADDITION to the General Professional Duties of all teaching staff, the Head of Department's role includes:

1. Core Purpose

- Take overall responsibility for all aspects of Geography teaching in the Prep School and supporting the Pre-Prep when appropriate
- To secure high standards of teaching and learning of throughout the school
- To promote the study of Geography and develop lifelong learners
- Ensuring the subject is taught, and department is managed, within the legal Health and Safety framework

2. Leadership

- Reporting to the Director of Studies
- Keep abreast of the requirements of the National Curriculum, Common Entrance syllabus and Scholarship syllabi and to pass on information to members of the department
- Take responsibility for the ordering of resources (within the confines of the department budget)
- Formulate and submit an annual budget request

3. Subject Direction and Development

- Establishing, reviewing regularly and revising where necessary the schemes of work for each year group in conjunction with the whole school academic policy. These schemes should be practical, stretching, forward-thinking, cross-curricular and in line with national trends
- Establishing and maintaining records pertaining to the monitoring and assessment of all aspects of the subject within the School

4. Leading and Management of staff

- Be responsible for observing members of the department, reviewing written work produced by the children and the monitoring marking as indicated in the Appraisal and Observation Policy
- Ensuring that all members of the department are following set schemes. Provide guidance, support and advice when required.
- Lead departmental meetings:
 - a. Review schemes of work
 - b. Monitor and assess progress within each year group and of individuals
 - c. Ensure that common aims, objectives and standards are established
 - d. To communicate, where relevant, issues raised in Heads' of Departments meetings
 - e. To discuss and agree methodology in order to ensure that effective ways of learning are implemented
 - f. To support other members of the department in the implementation of all aspects of their work

5. Communication and Liaison

- Assist the mentoring of NQT staff
- Liaising with other HODs and HOYs to establish cross-curricular themes, trips and Curriculum Weeks where appropriate
- Monitor and update Geography pages on the school intranet on a regular basis
- Communicate effectively with parents as appropriate
- Communicate and liaise with the SENCO

6. Teaching and Learning

- Be an outstanding teacher with excellent classroom control
- Have secure and detailed subject knowledge
- Attend school functions and events
- Attend CPD as required
- Prepare children for 11+, 13+ and Scholarship examinations
- Ensure appropriate assessments and examinations are set, administered and marked in line with the school policies

7. Further responsibilities, as reasonably requested by the Head or member of the SLT

- Adhere to the conditions set out in the Employee Handbook and the Staff Handbook