Elstree School

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Information pack for the position of
Head of Geography
To Commence September 2024

Elstree School

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Welcome

Thank you for your interest in working at Elstree. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, only one hour by car from West London, Elstree welcomes boys and girls aged 3-13 years. It is a happy, secure and purposeful environment – an idyllic place for children to be nurtured and inspired.

At Elstree we are academically ambitious and provide a first-class all-round education. Our pupils go on to the leading senior schools and we are immensely proud of the strong Common Entrance and Scholarship record. The emphasis is on building confidence, developing talent and maximising potential.

Christian values underpin everything we do. Pupils are encouraged to respect one another and to gain a strong sense of personal worth. We pride ourselves on their openness and positive spirit, their good manners and, above all, their ability to contribute fully to the school and make lifelong friends.

It is so easy to complicate education. Whilst it is vital to embrace the challenges of the 21st Century, at Elstree we understand the importance of giving children a proper childhood. Creativity, teamwork and tolerance go hand in hand with a hunger and curiosity to learn and a strong will to succeed.

Whilst Elstree's facilities and approach have modernised hugely in recent years, the aim is still to embed the important values of hard work, kindness to others and making the most of opportunities. Academic achievement coupled with the chance to be involved in sport, music, art and drama, ensure that Elstree remains a preparatory school in the broadest sense of the word.

I would be delighted to welcome you to Elstree to give you the opportunity to see it for yourself.

I look forward to meeting you.

Sid Inglis
Headmaster

Elstree School

The School

At Elstree, we aim to find, nurture and develop talent and prepare children for senior school education and life beyond. We support them in their academic journey towards being self-regulated, independent learners.

Every child is encouraged to have a go at a very broad range of activities and all their achievements are celebrated, whatever the field. Pupils therefore grow up within a happy and productive environment where their teachers aim to ensure that they are all given the opportunity to shine in an area of school life which builds confidence and high self-esteem.

Year 3 forms the main point of entry for the new intake of pupils from other schools to join boys and girls from our Pre-Prep Department. Years 3 and 4 are based in the Cooper Classrooms with their changing rooms nearby. They have a Class Teacher who teaches their English, Maths, Science, Geography, History and RS Lessons. The pupils start to become more independent in their movement around the school by going to PE, DT, Art, Music, French and ICT which are taught by specialist teachers. In Year 4 Elstree children become involved in drama (LAMDA) and music and develop all-round strengths. We also offer a myriad of sporting opportunities, musical groups such as choirs and orchestras, as well as art and design technology, fencing, drama productions and dance.

In Years 5 and 6, pupils move to a "Tutor" system and are taught by individual subject specialists for all their subjects and begin to work independently in supervised prep time which is structured within the school day. Their Tutor supports and helps pupils to adjust to organising themselves – being in the right place at the right time, with the right things, having completed any work set. Year 5 also brings the introduction of Saturday School which gives us the opportunity to give more variety and breadth to both the academic and extracurricular programmes and to be part of the boarding house.

Years 7 and 8 begin to have a greater focus on the examinations ahead of them and their target school. Tutors consider how best to guide individuals towards their own goals and how to encourage them to get the best out of themselves. Our strong record of Common Entrance results and Scholarship Awards bears testimony to the success of our approach and our Year 8s leave us as confident young people, without arrogance but with enthusiasm and a readiness to tackle all that lies ahead.

All our pupils in Years 6-8 have a Microsoft Surface electronic device in class. We believe that this empowers our learners to help them accelerate their academic progress and meet more learning outcomes. At Elstree we believe in an inquiry approach to learning and this balance of technology with tried and tested traditional teaching methods will prepare our pupils in a well-balanced manner for their future lives. A focus on how technology can enhance learning outcomes in each lesson will be at the forefront of our minds. Our IT suite, laptops and trolley of devices is available for the younger years to enable a more digital learning delivery further across the school.

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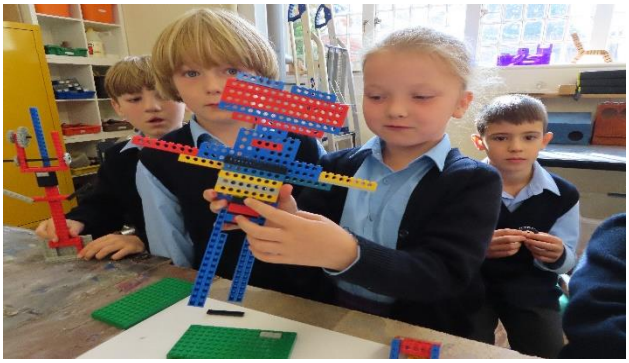

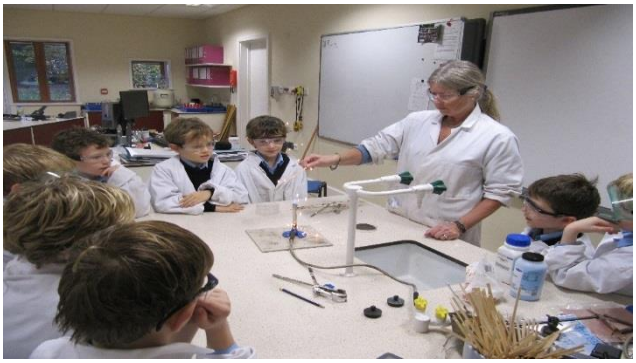

We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. The Elstree community is one of the real strengths of the School, and we encourage an appreciation of each other and the beauty of our large parkland situation. Community bonds are strengthened by the boarding school atmosphere where a family feel to pastoral care is always evident.

We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. Elstree children achieve their very best outcomes that they can. Achievement takes many forms and includes personal growth, the co-curricular, scholarship and Common Entrance results and senior school destinations. Elstree children have a keen sense of their place in the world, are environmentally conscious, and have global awareness. All children are valued as individuals and are encouraged to explore and develop their talents to the full; that is the difference that Elstree makes.

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The Role - Head of Geography

This is an exciting opportunity for a talented, well-qualified and inspiring individual to lead the Geography Department, reporting to the Deputy Head Academic. The department is thriving, with an excellent reputation for high-quality teaching and inspiring pupils to achieve outstanding results in Common Entrance and Scholarships.

We invite applications from existing Heads of Geography or experienced teachers who are looking for a new challenge to lead a department. The ability and willingness to become involved in the sporting, extra-curricular and pastoral life of this busy day and boarding school will be an advantage.

The successful candidate will share their passion for Geography with the pupils, and to celebrate a love of Geography across the school. You will also organise and lead Geography field trips.

Responsibilities - Reporting to the Deputy Head Academic

As Head of Department:

- Have a demonstrable enthusiasm for the subject and for teaching, matched by relevant experience in the latest teaching methods and equipment, and be able to develop in the pupils a passion for the subject, a growing confidence and proficiency
- Maintain a well-ordered department fully acquainted with current Health and Safety legislation and best practice, and organise all assessments and examination results in the department; monitor the performance of the pupils in all assessments to ensure that standards are as high as possible in all age groups and the results are used in the future planning of teaching and learning in the department

- Ensure that all schemes of work are up to date, reviewed annually, incorporating any changes in the National Curriculum and scholarship syllabuses and ensuring continuity and progression from year to year, and to liaise with the specific subject co-ordinator in the Pre-Prep. Schemes should indicate clearly to all interested parties the work that children in any group are doing, any learning objectives, cross-curricular linkage, attainment targets and levels covered
- Keep abreast of all developments in the teaching of the subject, encouraging 'in-service' courses/training in the department
- Ensure that the department is well resourced, managing the departmental budget and the teaching rooms used by the department
- Encourage cross-curricular links with other departments, and to assist where appropriate with school drama productions
- Liaise with the Learning Development Department about how best to support the pupils with additional needs and identify and support those recognised as having above average abilities
- Contribute to a subject specific development plan informing management of the successes, issues and problems encountered in the department;
- Promote Geography within the school and within the community if appropriate, and by laying on special events for the children and parents. Particular responsibility should be taken for the relevant display of subject work in the school
- A willingness to assist with the production of marketing materials, for example the school magazine
- Ability to support the marketing department with the taking of photographs would be desirable but not essential
- Deal with queries from parents or any other interested parties, relating to the work of the department

As a Teacher

Teaching, preparation, assessment, record-keeping, the writing of reports, pastoral care and the liaison with parents and other staff are regarded as an integral part of every teacher's commitment. An average commitment is 23 x 30-minute lessons per week.

Every Teacher is expected to:

Teaching

- To plan, prepare and teach creative lessons as required by the Headmaster, projecting a passionate and energetic approach to your subject
- Teaching, according to their educational needs, the pupils assigned to them, including the setting and marking of work carried out by the pupils in the school and elsewhere in line with the school's Teaching and Learning Policy
- To prepare children in Year 8 for Common Entrance and Scholarship exams to a wide variety of senior schools
- To manage their classroom in such a way that it is a stimulating and welcoming environment for the pupils
- To use, develop and embed digital learning across your teaching practices

Marking and Feedback

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils' progress
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Feeding assessment marking into departmental tracking
- Communicating and consulting with the parents of pupils

Assessments and Reports

- To review pupils' progress at regular intervals in line with the school's Curriculum Policy

- To contribute to the preparation and marking of internal and mock Common Entrance examinations, coursework and practical assessments
-

Pastoral Duties

- Promote the general progress and wellbeing of pupils
- Ensure the correct implementation of Elstree's pastoral systems
- Alert pastoral staff to problems experienced by pupils and make recommendations as to how these may be resolved
- Communicate as appropriate with parents (or guardians) of pupils regarding their development after consultation with appropriate staff

Discipline, Health and Safety

- Be an integral part of a team that accepts the collective responsibility for the health, education and welfare of the pupils in the school, and to abide by Health and Safety regulations in accordance with relevant school policies (e.g. Safeguarding and Prevent, Health and Safety and Boarding National Minimum Standards)
- Contribute to the School ethos by upholding discipline and standards of general behaviour around the School and to uphold and support decisions taken by the Headmaster or by his representative, such as the Senior Deputy Head/Deputy Head Academic

Appraisal and continuing professional development

- To keep informed of current teaching and subject specific developments through documents, meetings and external training courses
- Positively engage with the Staff Appraisal System and academic departmental reviews
- Reviewing from time to time your methods of teaching and programmes of work
- Participating in arrangements for your further training and professional development as a teacher

Staff Meetings

- Participate positively in all meetings at the School both internally (weekly academic and pastoral meetings) and external meetings with other parties and parents as required
- Attend Parents' meetings, Common Room and Departmental meetings and major school events when required by the Headmaster

Other Activities

- Assist in the implementation of the aims of the School, which are based upon developing each pupil's natural ability to the full, and to support the Christian ethos of the School
- Play as full a part as possible in the life of a busy boarding school, such as undertaking a contribution to the extra-curricular life of the school (as reasonably required by the Headmaster) and a fair share of the supervisory duties in the school, including duties within the Boarding house, leading activities in the evening and on Big Weekends as appropriate
- Teachers will be expected to take part the pastoral welfare of the pupils by undertaking the role of a form tutor
- Cover for absent colleagues and, when absent themselves, set appropriate work wherever possible
- Participating in administrative and organisational tasks related to such duties as are above, including the management or supervision of persons providing support or the in the school and the ordering and allocation of equipment and material

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

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Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School and you will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.

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The Person

Education and Qualifications	Essential	Desirable
Qualified teacher status		✓
Good honours graduate	✓	
Commitment to personal/professional development	✓	

Teaching and Learning Experience	Essential	Desirable
Experience of teaching Geography at Common Entrance and Scholarship Level	✓	
Inspirational, committed teacher dedicated to ensuring each pupil achieves their best outcomes	✓	
Committed to ensuring excellent standards of behaviour at all times	✓	
Excellent communication and classroom management skills	✓	
Committed to role of tutor for a group of pupils and the benefits of pastoral care	✓	

Knowledge and Understanding	Essential	Desirable
Excellent subject knowledge and understanding of the concepts and skills	✓	
Clear understanding of the curriculum and its assessment	✓	
Ability to employ a range of effective teaching, learning styles and assessment methods	✓	
Ability to use assessment and baseline testing data to inform planning and set targets	✓	
Experience of leading and managing a department		✓

School Ethos, Values and Aims	Essential	Desirable
Fully supports Elstree's ethos and aims and family atmosphere	✓	
Supportive of Elstree's Christian values and character	✓	
Commitment to the safeguarding and protection of children	✓	
A commitment to the whole life of a busy boarding community		✓
Encourage parents to take an active role in the life of the school and their children's education	✓	

Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Demonstrably good communication skills both oral and written	✓	
Excellent role model for staff and pupils	✓	
Innovative approaches to curriculum delivery	✓	
Ability to generate ideas and drive initiatives	✓	
Willingness to contribute to extra-curricular activities	✓	
Strong ICT skills and confidence in the use of ICT to deliver excellent lessons	✓	

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Personal Qualities	Essential	Desirable
High expectations of pupils and colleagues	✓	
Highly motivated and able to motivate and inspire pupils	✓	
Enthusiastic and committed	✓	
A passion for teaching	✓	
A forward-thinking approach	✓	
Excellent interpersonal skills, shows empathy, compassion and kindness	✓	
Ability to be reflective and self-critical	✓	
Well organised with good time management skills	✓	
Display calmness under pressure	✓	
Charismatic - having 'a presence'		✓

Remuneration and Accommodation

The successful candidate will receive an attractive salary package according to experience and expertise. Accommodation may be available for the right candidate.

How to Apply

If you would like to be the next Head of Geography at Elstree, please complete an application form which is available on our website, Recruitment - Elstree School and send it to Rachel Pither, Head of HR (rpither@elstreeschool.org.uk.) We would like to see your curriculum vitae but this will not be accepted in place of our application form. In line with Keeping Children Safe in Education 2022, short listed candidates will be required to undergo online searches to determine your suitability to work in a school. If you have any questions, please do get in touch.

You are welcome to come and visit our school, please call or email Rachel Pither (0118 971 0604) to arrange an informal tour or for more information about the post.

Closing Date

Applicants are encouraged to apply at their earliest convenience as applications will be reviewed on a rolling basis. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made. The closing date for all applications is Midday on Monday 4th March 2024.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.