



ETONBURY
ACADEMY

Application Pack Head of Geography

Become a part of our
success
as we celebrate




BEST
BEDFORDSHIRE
SCHOOLS TRUST



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INTRODUCTION



ETONBURY
ACADEMY



BEST
BEDFORDSHIRE
SCHOOLS TRUST

Our commitment to each child is underpinned by our values. We bring these to life through The ETA Way in everything we do



Best GCSE Exam results in Central Bedfordshire



Everyone is respectful



Together we care



Always Aim Higher

"I am passionate about the power of education to transform lives and provide opportunities throughout life. Whilst it is important that every pupil achieves their full potential, our pastoral programme prepares pupils to be responsible global citizens"



- Joanne Young,
Principal



Welcome to
Etonbury Academy

Step outside the classroom and enjoy our staff wellbeing garden



Explore our brand new Sixth Form provision



Benefit from new and impressive teaching spaces equipped with the latest technology



Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Amy Bowles
HR Lead & Finance Assistant
abowles@bestacademies.org.uk
Tel: 01462 730391

Etonbury Academy
Stoffold Road, Arlesey,
Bedfordshire SG15 6XS
www.etonbury.org.uk



ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1100 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. We were delighted to achieve the best results in Central Bedfordshire this year.

In our most recent Ofsted report (February 2020), we were judged as Good by inspectors – we were also recognised as a UK Top 100 Performing and Improving School by independent report Government Initiatives IQ.

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So, too, is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in Year 5 at Etonbury Juniors, and move up to our secondary school in Year 7. With separate buildings for junior and secondary, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 12 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 5,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.

BEST
BEDFORDSHIRE
SCHOOLS TRUST

2016-23 OUR JOURNEY

6 schools to 10
+ 2 nurseries to 5

6000
children
60% increase in
numbers since 2016

2016 398 in Sept '16
2023 825 in Oct '23
A **growing** workforce

GOOD
All schools rated
Good or better
by Ofsted

Performance consistently
above national averages
in all key stages

Strong financial health
Secure budgetary position
despite reduced funding



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The first five years of BEST have been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Head of Geography
Based at	Etonbury Academy
Salary/Grade Range	MPS/UPS + TLR Negotiable
Reporting To:	Principal, SLT
Liaising with:	Principal, Senior Leadership Team, Teaching/Support Staff, external agencies and parents.

KEY RESPONSIBILITIES

To be responsible for all aspects of the work of the Geography department including curriculum delivery in the following areas:

- Planning and implementation of the subject at KS3 & 4
- Planning and implementation of Geography and Travel and Tourism at KS5
- Supporting staff in the primary team in the planning of Geography at KS2

The strategic direction and development of the department through:

- Development and implementation of departmental policies and practices in line with whole school expectations.
- Use of a range of data to inform policies, practices, expectations, targets and teaching methods.
- Formulation of a department action plan and identification of clear targets for improvement.
- Monitoring and evaluation of progress in achieving the department's plans and targets.

To be responsible for the securing and sustaining of effective teaching in the department; evaluation of the quality of teaching and the standards of pupils' achievement; and the setting of targets for the future through:

- Ensuring curriculum coverage, continuity and progression in the department for all pupils.
- Ensuring clear guidance for teaching the subjects and enhancing key skills through the schemes of work including ICT.
- Ensuring that there is a clear departmental assessment policy in line with school guidance and examination requirements providing internal examination papers and external examinations entries as required.
- Evaluating the teaching in the department and taking action to improve.
- Developing links with other members of the local community in order to extend the curriculum, enhance teaching and develop pupils' broader understanding of the subjects.
- Ensuring implementation of school policies on issues such as equal opportunities, teaching and learning, behaviour management.



To be responsible for leading and managing staff involved in the department by:

- Promoting effective departmental expectations of behaviour in line with whole school policies.
- Chairing department meetings and representing the department on various curriculum groups and school events as required.
- Evaluating the effectiveness of staff as required by the school policy and using the process further to develop the personal and professional effectiveness of individual staff.
- Identifying departmental training needs and supporting and coordinating delivery of appropriate high quality professional development.
- Inducting new staff with particular emphasis on the needs of trainees and newly qualified teachers.
- Working with the Leadership Member responsible for SEN to ensure appropriate subject specific targets are set and work is matched well to pupils needs.
- Ensuring that senior managers, the Principal and Governors are kept well informed of all relevant matters.

Ensuring efficient and effective deployment of staff and resources through:

- Establishing staff and resource needs.
- Allocation of available subject resources.
- Deploying staff involved in the subjects to ensure the best use of subject, technical and other expertise.
- Ensuring the effective and efficient management and organisation of learning resources including ICT.
- Managing accommodation to create an effective and stimulating environment for the teaching and learning of the subjects.

Quality Assurance procedures related to the subjects:

- Take part in quality assurance procedures as directed by your line manager e.g. observations, book scrutiny, mark book scrutiny, pupil feedback.
- Plan and implement such quality assurance procedures in your subject area to ensure the development and maintenance of high standards.
- Enable staff in the department to take part in quality assurance procedures.

Safety Assurance procedures related to the subjects:

- Ensure that all equipment, resources and lessons are appropriately risk assessed and that any concerns are escalated promptly and correctly.
- Ensure that staff and students are aware of safe handling and movement as relate to the subject and receive the required training.

General Responsibilities

- Assist in the delivery of the curriculum through the scheduled teaching programme and the provision of cover for absent teachers in emergencies.
- Perform duties and attend meetings as reasonably required.
- Assess and record pupils' achievements, to prepare reports and take part in parental consultations.
- Participate in the School's performance management scheme.
- Undertake Form Tutor responsibilities.
- Undergo in-service training where required to keep abreast of developments in school initiatives curriculum and subject areas.
- Contribute to the school's pastoral system.
- Observe and implement current school policies and good practice.
- Carry out such particular duties as the Principal may reasonably direct.



PERSON SPECIFICATION

Head of Geography

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> ● Relevant degree ● Teaching Qualification ● Evidence of Continual Professional Development 	
Professional Experience	<ul style="list-style-type: none"> ● Teaching experience at Key Stage 3,4,5 ● Experience of managing staff ● Understanding and application of strategies to raise standards across the ability range through the effective teaching and learning ● Sensitivity to the learning needs of all students ● Demonstrate understanding of using comparative data, together with information about the student's prior attainment to establish benchmarks and set targets for improvement ● Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across all key stages ● Experience in organising extracurricular activities or enrichment activities 	
Professional Knowledge, Skills & Understanding	<ul style="list-style-type: none"> ● Demonstrate application of information and communication technology for development of learning and teaching in the subject ● Ability to inspire, enthuse and motivate students ● Demonstrate ability to support, lead and motivate other staff ● Excellent classroom management to encourage positive behaviour ● Demonstrate creative problem solving and good communication skills ● Ability to work collaboratively or on own initiative ● Time management skills and a capacity for hard work and an ability to prioritise effectively with good administration skills ● The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities ● Enthusiasm and a good sense of humour 	<ul style="list-style-type: none"> ● Good personal ICT skills
Personal Qualities	<ul style="list-style-type: none"> ● Willingness to be flexible ● Willingness to undertake further training, including risk assessment and first aid. ● A commitment to equality principles and practices ● Willingness to take part in residential trips and visits ● Knowledge of relevant safeguarding/ child protection legislation and the best practice ● Value and respect the views and needs of young people 	
Other	<ul style="list-style-type: none"> ● Enhanced DBS clearance 	

Note: Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.

