

# Job Application Pack

Geography Curriculum leader

**Salary:** MPS/UPS (TLR 2a)

**Contract Details:** Full Time. Permanent. September 2023

**Closing Date:** Wednesday 8<sup>th</sup> February 2023, 9am



**MEDEN**  
SCHOOL

**ASPIRATION  
EXCELLENCE  
ACHIEVE**



## Letter from the Headteacher

Dear Candidate

Thank you for expressing an interest in the vacancy at Meden. On behalf of the whole community I extend you a very warm welcome.

Our school mission, confirms we are “committed to creating a caring school with high levels of aspiration for all our pupils, where ultimately they will fulfil their potential and go on to lead successful adult lives”. We believe that the culture of achievement we create in our school, encourages students to strive for success, through hard work, determination and ambition. In return we expect students to have respect for each other and the staff who support them. The systems and structures we have created in school ensure our students have the highest aspirations possible.

I am enormously proud of our students and our staff and hugely excited about leading the school in the next stage of its development. My priority as Headteacher is for every student to have access to excellent teaching and pastoral support, to be valued and respected as individuals, and to play a full and active part in school life.

There has never been a more exciting time to be a part of Meden staff. The educational landscape is changing beyond recognition and this provides us with new challenges. However, these challenges can be met, and staff and students alike can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future's to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

**Jim Smith**  
**Headteacher**



# Working at Meden School

We know that our staff make our school a brilliant place for our students to develop. We work hard to recruit colleagues with high expectations, to join our successful and happy school and work even harder to ensure we retain them.

Our GCSE and A-Level results are above the national average and some of the best within Nottinghamshire. We have ambition for our students, we are proud of our curriculum, a curriculum which supports students, allowing them to appreciate difference, challenging stereotypes encouraging them to consider ethical dimensions in society. This combination ensures our students become well-informed young people with the confidence and knowledge to become catalysts of change. Each school subject delivers a valuable contribution to the development of our students, allowing them to view the inequalities around them, empowering them to do something about it!

We have a strong culture where everyone deserves disruption-free learning every minute of every lesson, allowing our teachers to concentrate on their teaching. We minimise staff workload through centralised detentions, no written parental reports, regular feedback and classroom feedback expectations. We have a workload charter to support our commitment to our staff.

Support staff are fundamental to our school being a great place to work and learn. We are committed to developing their skills and support dynamic working to ensure the very best colleagues work at Meden School.

If you are a dynamic professional and support our vision and values of aspiration, excellence and achieve, we would love to hear from you.

**Don't just take our word for it — listen to our students, parents and colleagues explaining why Meden School is the RIGHT choice to work and develop as a professional:**

Message From the Headteacher: [Click Here](#)

Listen to what our parents say about our school: [Click Here](#)

Listen to what are students think about being at Meden: [Click Here](#)

Listen to what our staff say about our School

- Support: [Click Here](#)
- Teacher: [Click Here](#)
- Senior Leader: [Click Here](#)



## Job Description – Geography Curriculum Leader

Reports to: Senior Leader & headteacher

### Key purpose of the job

Leader to strategically lead the direction and development of the Geography curriculum area in accordance with the aims and objectives of Meden School;

- To ensure all students make expected, better than expected or rapid progress within the curriculum area, by ensuring the provision of an appropriately relevant and differentiated curriculum for all students, and developing and enhancing the teaching practice of others;
- To effectively evaluate the impact of the above and strategically plan for improvement by managing and deploying all human, financial and physical resources within the area.

### Specific Responsibilities

- To provide the strategic leadership across the area in accordance with the aims and objectives of the school
- To be responsible for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives.
- To distribute resources to ensure that the aims and objectives can be achieved.
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives.
- To be responsible for student attainment and staff performance in the area.
- To strategically plan for future improvements.
- To work with the other curriculum leaders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To plan and implement curriculum development for the whole curriculum area.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To develop of appropriate syllabi, resources, SoW, assessment policies, and learning and teaching strategies in the area.
- To maintain accreditation with the relevant examination and validating bodies.
- To develop and enhance the teaching practice of all colleagues within the area, implementing improvements where required.
- To establish common standards of practice within the school and develop the effectiveness of teaching and learning styles in all subject areas.
- To keep up to date with national developments in teaching practice and methodology.
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy.
- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake appraisal(s) and to act as appraiser for the school staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To be responsible for the efficient and effective deployment of any relevant associate staff.
- To participate in the school's ITT programme where appropriate.



- To support the establishment of a robust target-setting process within the school.
- To ensure the maintenance of accurate and up-to-date information concerning the whole school MIS.
- To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.
- To provide all relevant bodies with robust information relating to the school's performance and development.
- To ensure that all members of the school are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.
- To liaise with partner schools, Higher Education Institutions, industrial, Examination Boards/Awarding Bodies and other relevant external bodies.
- To represent the school's views and interests in a professional manner.
- To efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures laid down; to ensure that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept.
- To ensure that the school's teaching commitments are effectively and efficiently timetabled.
- To monitor and support the overall progress and development of students within the school.
- To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the Behaviour Management System is implemented in the school so that effective learning can take place.
- To contribute to school liaison and marketing activities, e.g. the collection of material for press releases.
- To support the development of the science curriculum with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of science with external agencies.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To lead the day-to-day line management of staff within the science department, ensuring that they follow school policies and meet all requirements and deadlines
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate.

#### **Other Specific Duties:**

- All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.



### Person Specification: Geography Curriculum Leader

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status - Degree or equivalent.</li> <li>• Good Honours degree</li> </ul>	<ul style="list-style-type: none"> <li>• Higher professional qualification.</li> <li>• NPQ or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience or teaching practice in Geography.</li> <li>• Experience of teaching a wide range of abilities.</li> <li>• This role would be suitable for an NQT or an experienced teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum Leadership experience</li> <li>• Experience of pastoral/tutor role.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments.</li> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils.</li> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> <li>• Capacity to use ICT as integral part of teaching.</li> <li>• Knowledge and understanding of the value added agenda, including levels of progress.</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team.</li> <li>• Secure commitment to a clear aim and direction for the subject.</li> <li>• Understanding of equal opportunities issues and their application to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of particular needs of pupils with SEN.</li> <li>• Awareness of factors affecting language and learning across the curriculum.</li> <li>• Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the subject.</li> <li>• Ability to use own initiative.</li> <li>• A commitment to the vision of the school.</li> <li>• A commitment to inclusive education.</li> <li>• Ability to form good working relationships with pupils and staff.</li> <li>• High standards and expectations</li> <li>• Ability to use pupil assessment data to raise achievement.</li> <li>• Outstanding communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to extra-curricular activities.</li> <li>• A vision for the development of the department.</li> <li>• A commitment to personal and professional development.</li> </ul>



	<ul style="list-style-type: none"> <li>• Reliability and integrity.</li> <li>• A commitment to safeguarding and promoting of welfare of children issues.</li> </ul>	
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• Work effectively both as a leader and as a member of a team</li> <li>• Initiate, lead and manage change</li> <li>• Prioritise, plan and organise</li> <li>• Direct and co-ordinate the work of others</li> <li>• Set high standards and provide a role model for students and staff</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Seek advice and support when necessary</li> <li>• Prioritise and manage own time effectively</li> <li>• A commitment to an open and collaborative style of leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Appraisal experience</li> <li>• Curriculum Leadership experience</li> </ul>

## Application Details

Thank you for your interest in the Geography Curriculum Leader vacancy, at Meden School. Further details of this post, the school and the Trust, are included in this pack. Details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete an online application form, including a covering letter addressed to Mr Smith. This should clearly demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website, please [Click Here](#). Wherever possible, please provide email addresses for your referees.

## Closing Date

Please ensure your application arrives by 9am. on the closing date of Wednesday 08 February 2023.

## Interview:

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this



occasion, your application has not been successful. Please note, early interviews will be available to suitably qualified candidates.

## Why work for Meden School?

Meden School seeks to be an employer of choice, where employee engagement is at the core of what we do. Meden School aims to become a centre of educational and personal excellence for students, playing a key role at the heart of the community it serves. We have created a culture in which the highest expectations and aspirations surround all our students where they:

- Have high aspirations for themselves the school and the community
- Strive for excellence in every aspect of their school life
- Have ambition and achieve well

Our core employee rewards and benefits include:

- Team-centred approach
- Competitive salary
- Pension scheme (TP/LGPS)
- Family friendly leave, pay and working arrangements
- Relevant learning and development opportunities
- Regular feedback
- Private health care scheme
- Free onsite carpark

## Career development

The school supports employees in continuous professional Learning (CPL) — the aim is to raise the skill levels of all our staff to create a highly motivated and skilled workforce.

## What makes us different?

**Everyone counts:** Meden School is a workplace where everyone matters; students, parents, governors and staff. We have colleagues who go the extra mile to ensure our students achieve incredible things whatever their background or starting point.

**Culture code:** We have developed a 'culture code' that supports our expectation that everyone is treated in a kind and polite manner and where our students take responsibility for their actions. The culture code supports our approach where everyone deserves disruption-free learning every minute of every lesson which means our teachers can concentrate on teaching without classroom disruptions.

**Curriculum for life:** Our curriculum supports our students to forge a successful life during and beyond their school life at Meden. Our curriculum for life approach ensures



that we expose our students to the ambitious knowledge that develops our students' thinking and encourages them to see the inequalities around them and to 'do something about them! Click here for curriculum.

**Employee engagement at the core:** At Meden, we care for our employees, and we believe that employee engagement is the catalyst for improving our outcomes. We are committed to making Meden the best possible place to work and develop. Our People and Employee Engagement Plan, alongside our Employee Engagement working group, support this aim. We use Gallup's 12 Questions of Employee Engagement throughout the year, to see how effective our working culture is. We want all our colleagues at Meden to truly believe the following:

- I know what is expected of me at work.
- I have the materials and equipment I need to do my work right.
- At work, I have the opportunity to do what I do best every day.
- In the last seven days, I have received recognition or praise for doing good work.
- My supervisor, or someone at work, seems to care about me as a person.
- There is someone at work who encourages my development.
- At work, my opinions seem to count.
- The mission or purpose of my school makes me feel my job is important.
- My associates or fellow employees are committed to doing quality work.
- I have a friend at work.
- In the last six months, someone at work has talked to me about my progress.
- This last year, I have had opportunities at work to learn and grow.

## What are we looking for at Meden?

Colleagues that:

- Share and uphold our mission of aspirations, excellence, achieve
- Have the belief that every student is capable anything
- Go the extra mile for our students and their families
- Demonstrate a commitment and desire to continually improve
- Can inspire our students to be the very best versions of themselves
- Are team players and are supportive of their colleagues

For more information about our school please visit our website:  
[www.Medenschool.co.uk](http://www.Medenschool.co.uk)

## Safeguarding

Meden School and the Nova Education Trust is committed to safeguarding and promoting the welfare of young people and we expect all staff, partners and volunteers to share this commitment. All staff are recruited under our safer recruitment processes,



in line with DfE requirements, which includes DBS checks. We have a suite of safeguarding procedures, policies and guidance for all of our staff and volunteers to ensure we actively promote children and young people's welfare and safety.

## Equality, Diversity and Inclusion

We are also committed to equality of opportunity in employment and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status or sexual orientation. This applies to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of service.

