



Aldenham
founded 1597

Aldenham School

HEAD OF GEOGRAPHY

Information for applicants

January 2019

Appointment of Head of Geography

The School wishes to appoint a Head of Geography for January 2019. The successful candidate will be expected to teach across the complete age range and be able to demonstrate both leadership and management qualities in an excellent teaching environment. The person appointed to the role will need to be able to teach Geography to GCSE and A level. Although the precise role of the Head of Department will be one that the successful candidate will wish to define, the following responsibilities are expected.

Subject management

The department has five specialist teachers.

The successful candidate will be expected to play an important part in full school planning, policy making and its implementation. This will involve representing the department's view and professional judgment at department meetings and Head of Departments meetings. Attendance at the annual Haileybury Group meeting is expected.

The responsibilities of the Head of Department include:

- The management of people including pupils, teachers, and other staff
- Curriculum development and implementation, including field studies
- Development and management of resources, including equipment and finances
- Communication with pupils, parents, teachers, senior management, governors and with the wider school community, including staff in Aldenham's own and other feeder Prep schools.

Specific management duties are likely to include:

- Organise the teaching of public examination courses.
- Organise the production and regular review of schemes of work.
- Prepare, manage and review the Geography budget on a yearly cycle.
- Decide on the deployment of teachers to classes.
- Chair regular department meetings producing agendas and minutes/action points.
- Monitor quality of teaching and support the development of GTP and NQT staff as appropriate.
- Monitor the progress of pupils linked to target setting.
- Assist in the Continuous Professional Development and appraisal of all those who teach the subject.
- Liaise with other departments in the school as well as feeder and higher education institutions.

- Ensure that staff and pupils comply with relevant safety regulations.
- Overall responsibility for the development of Geography related activities outside the classroom (ie field trips, day trips etc).
- Report to the Assistant Head (Academic)

Aldenham School Geography Department

The Geography department is strong with an impressive track record of pupil success and high grades in public examinations. We are committed to providing our students with the wide range of teaching strategies and extra-curricular activities required to ensure interest and success in our subject.

Geography at Aldenham is increasingly popular and the department is thriving. Our Year 7 and 8 pupils follow the Oxford Geog123 course with a focus on skills incorporated into all areas. From Year 9 all pupils embark on the new AQA GCSE course, with the most able being stretched by visiting lecturers and an annual Geography essay competition. We currently have 3 sets at GCSE. At A Level we have moved to the Cambridge International A Level course which offers rigour alongside continuity and a wide range of topic areas. Pupils often go on to study Geography related courses at leading universities, including LSE and Nottingham. We stretch the Sixth Form with regular lectures both at Aldenham and at the Royal Geographical Society.

We lead several fieldtrips each term and hope to offer something for every year group from September. Most are day trips to the coast, river sites and local cities including London. Years 12 and 13 enjoy several trips a year, including the Year 12 residential trip to Somerset for 4 days. All staff are expected to contribute fully to this programme which is central to our departmental vision. October 2015 saw our inaugural Iceland fieldtrip for 45 geographers in Years 10/11, spending a fabulous week under the Northern Lights.

The Department is housed in a stand-alone area of 3 dedicated classrooms with a spacious office, and enjoyed a huge refurbishment project in July 2015. Resources are extensive and the departmental budget is generous to allow for innovation and creativity in the classroom. We encourage ICT use in teaching and have the usual projector/ICT facilities along with computer room access for pupils. We are exploring tablet use for fieldwork next year. We enjoy extensive opportunities for subject specific CPD and a number of the Department are experienced examiners. The Department is leading the sharing of best practice within the Foundation to enhance pupil progress, active learning and growth mind-set in the classroom.

Leadership

In addition to the above management functions, the Head of Geography is expected to demonstrate clear leadership skills through effective teaching, curriculum planning and the capacity to generate enthusiasm.

The post is an excellent opportunity to lead a department which has a strong reputation within the school. The post is likely to suit a person with energy, ambition and flair and who is willing to take on departmental as well as full school extra-curricular activities. The successful candidate must be ICT literate. Aldenham has installed a fibre optic network to all classrooms enabling internet and intranet access throughout the school. The Head of Department will have access to a laptop or iPad for their work.

Applicants are likely to be teachers with experience looking for their next level of responsibility, or perhaps those already holding a position as Head of Department seeking to join an ambitious and successful school.

Terms and Conditions

The salary for this post will depend upon the qualifications and experience of the candidate and will be discussed at interview. The school participates in the Teachers' Superannuation Scheme run by the TPA. Candidates should note that the school is committed to safeguarding and promoting the welfare of children and that all appointments are subject to an enhanced check with CRB.

The school has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the school.

Accommodation may be available, help is provided with removal expenses and there is a generous scheme for the education of the children of staff. We are a non-smoking establishment and an equal opportunities employer.

Applications (with letter of application, together with the completed application form which will include addresses and telephone numbers of two referees) may be handwritten or word-processed and should outline personal ambitions as well as professional interests. Applications should be addressed to Mr J C Fowler, Headmaster, Aldenham School, Elstree, Hertfordshire WD6 3AJ.

The closing date for applications is Friday, 28 September 2019

The Assistant Head (Academic), Pat Reid or the current Head of Department, Jessica Burger, will be pleased to talk to those seeking further information about the position. Telephone 01923 858122 or email pjr@aldenham.com.

Introduction to Aldenham School

The key aims of Aldenham School are to:

- § Encourage each pupil fully to develop his or her intellectual, physical and cultural talents.
- § Emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society.
- § Set appropriate goals to challenge each individual within a small caring community.
- § Recognise and reward personal and collective achievement in a positive learning environment.
- § Nurture in pupils the character and skills with which to meet the challenges of life beyond school.
- § Maintain and develop a team of professional teachers who seek fulfilment in their work through the progress of their pupils.
- § Forge a partnership with parents and the wider community for the further development of the aims and life of the School.

Background to Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. It has always been a relatively small school with a very strong boarding ethos and its reputation as an excellent environment for a high quality; all round education owes much to its small, close knit and supportive community. Central to our educational aims is the achievement of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

The Aldenham Foundation has a shared governing body of which the Headmaster is the Chief Executive. The Senior School educates around 550 boys and girls (11-18), together with the Preparatory School, which educates around 150 boys and girls (3-11) on the Aldenham Campus. St Hilda's School, Bushey educates around 150 (girls only, 3-11) and is based on a separate site around 4 miles away.

There are seven Houses constituting Aldenham School: a Junior House, Martineau's for approximately 120 11-13 year-old pupils of whom up to 24 can be boarders; 2 senior (13-18) Day Houses for boys; a Senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls in each of the year groups in the school with around one third of the pupils being girls in the junior years. The School offers a wide variety of day and boarding options. The day pupils' programme operates from around 8.20am until 5.30pm.

Boarders may either stay throughout the entire week as full boarders, or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 170 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the school. It is interesting to note that a high proportion of the boarders live within a 20 mile radius. The Boarding provision of the School was inspected by OFSTED in March 2011 and was judged to be "outstanding".

The most recent full inspection of the School was undertaken by ISI in November 2012 and produced an exceptional outcome with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the school website.

Teaching loads are generous, with 25 out of 35 periods being the norm but colleagues are required to contribute fully to the life of the school and to help with games, activities and as tutors in the day and boarding houses. Drama, Music, Adventure Training and the Duke of Edinburgh Scheme all thrive at Aldenham as well as "minor" sports such as sailing, fives and golf. The CCF was reintroduced in September 2006 after a gap of 17 years and now has 100 student cadets. The major boys' sports are football, hockey and cricket which the school plays at a high level in all three terms. Girls also have a full games programme with their major sports being hockey, netball and rounders.

All pupils take a broad but balanced curriculum up to GCSE of around 10 GCSE/ iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take 3 A Levels, although some will be offered the chance to take 4. Beyond A-Level, the overwhelming majority go on to universities with a number doing GAP years or visits overseas.

In recent years, there has been a major development and refurbishment programme especially within the day and boarding house accommodation, which has been expanded and improved. There is a very significant ongoing programme of investment in ICT both for teaching and learning and for management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full sized Sports Hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad: many field trips, modern language exchanges, skiing, cultural visits to many parts of the world and many pupils go on Outward Bound Expeditions, to places far and wide, including in recent years to the Brazil, the Himalayas, Iceland, Malawi, and Morocco. The school's buildings have undergone extensive renovation and refurbishment over recent years. The teaching block for English and Modern Foreign Languages, The Richard Platt Building was opened in 2005 and the new School Theatre opened for use in November 2007. The junior boarding house opened in September 2008. The School's newest building, The Wells Centre, which includes a new Sixth form Centre as well as teaching areas for Psychology and Music was officially opened in September 2012.

Aldenham is a Christian foundation and its members are expected to share in a framework of Services in the Chapel. It is the Christian ethic that provides our strongest guide towards matters of behaviour and aspiration in the school. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.

Further details about Aldenham, including a tour of the school, Aldenham in the media and our prospectus can be seen on our website:

www.aldenham.com