

# Alton School Recruitment Pack

Curriculum Group Lead  
Humanities  
Subject Specialism Geography  
Full Time  
September 2024



ALTON  
SCHOOL



Alton is an excellent independent School in Hampshire educating pupils from 6 months to 18 years. The School attracts bright, talented pupils, not just those who are academically gifted, but those who have something to offer and will make the most of the opportunities we provide.

**“The minute you step foot in Alton School you feel the sense of family, care and community.”**

Alton is an all-through School with a clear academic offer, one that recognises global demands, one that encourages ambition and one that is holistic and prepares our young for the world that they will inhabit.

We are a school that celebrates progress, that is truly rigorous, purposeful and that aims to always achieve the highest educational standards. At the centre of this one school community approach is a continuous educational and pastoral journey which is planned strategically for each student

Our guiding principles, drawn from the Constitutions of our founders, the Sisters of Our Lady of Providence, recognise that excellence is not just about outstanding academic results. We believe in a broad, liberal education which nurtures mind, body and soul.

## **Applications**

Please email your application to Amanda Comfort, Human Resources Advisor; [recruitment@altonschool.co.uk](mailto:recruitment@altonschool.co.uk) by close of business on Wednesday 8 May 2024. It is anticipated that interviews will take place w/c 13 May 2024.

Please include:

- the completed application form
- the completed Equal Opportunities Monitoring Form
- a CV – this is optional but may be included if you wish to complement the above

All applications will be acknowledged. The School reserves the right to interview and appoint before the closing date.

## **Benefits**

- The school currently offers a fee remission of 50% reduction for children of members of staff
- Defined contribution pension with the Royal London
- On-site parking
- Employee Assistance Programme
- Perkbox - all in one employee rewards and benefits platform
- Complimentary lunches



## Job Description

Reports to:	Member of SLT
Part Time/Full Time:	Full time
Salary:	Alton School Salary Scale
Summary:	CGL for Humanities (Geography Specialist)

## Responsibilities and Duties:

### Teaching

- To prepare for and undertake the teaching of courses across the ability range from Year 6 to A Level in Geography
- To contribute to departmental schemes of work, coursework moderation process
- To keep full records of attendance and achievement/progress of all pupils taught, including formative and summative assessment.
- To contribute towards the upkeep and updating of curriculum resources
- To ensure appropriate course materials are available for pupils
- To ensure individual needs are met through appropriate use of differentiation
- To take responsibility for classroom
- To facilitate field trips as necessary for the delivery of Geography
- To promote use of IT across the curriculum

### Developing the ethos of achievement within the Curriculum area

- To lead staff within the Humanities Department and represent the team as a Curriculum Group Leader
- To attend Curriculum Group Leaders meetings and plan team and other meetings as required
- To have an overview of examination entries, understanding of each subjects' Schemes of Work and external examination requirements, departmental handbooks
- To ensure displays in Curriculum Group areas meet whole school requirements
- To contribute to discussions on curricular and assist with co-curricular initiatives
- Initiate Curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with exam syllabi and other external requirements, so that pupils can progress within school



- To liaise with the Deputy Head and a member of SLT on all matters pertaining to Curriculum Group Leadership
- Provide information, as necessary, to the Headmaster, SLT, parents, teachers and governors about the work of the Curriculum Area, student progress, and exam results

### **Development of the school, and the raising of pupil achievement**

- To set departmental targets for each subject within the group
- To monitor and evaluate classroom practice within departments
- To scrutinise work, mark books etc.
- To manage pupil evaluation/reporting etc
- To monitor and track pupil performance
- To promote the continued development of online learning
- Oversee the analysis and dissemination of relevant student data, and use this to set realistic but challenging targets for staff and pupils
- Promote the work of the Curriculum Area through parents' evenings, assemblies, cross curricular opportunities and links with the community

### **Foster high achievement and excellence within the Curriculum Area ensuring that Pupils are encouraged and supported to aspire beyond their personal best**

- To manage, provide curriculum support and guidance for staff in the curriculum group
- To organise regular Curriculum Group meetings in line with the meetings schedule and to follow agendas agreed with Deputy Head/ a member of SLT
- To maintain Curriculum Group Accountability
- To evaluate staff performance within the Curriculum Group, contributing to staff performance reviews

### **Pastoral**

- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Contribute to establishing a supportive and caring environment for all pupils
- Foster each child's self-image and self-esteem and establish positive and professional relationships which are based on mutual respect
- Safeguard pupils, including their health and safety, on school premises and when on school activities elsewhere
- Maintain good order and discipline, by modelling behaviour and following the school's behaviour policies and procedures that encourage a sense of responsibility and consideration for others
- Command high standards of behaviour and conduct at all times and support the school in its application of related policies



*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual tasks undertaken may not be identified.*

**The Successful Candidate:**

The ideal candidate will be a highly qualified, excellent classroom practitioner. They will be positive, patient and helpful. The Department has been successful over a number of years and you will want to continue and develop it in this vein. This is a perfect opportunity for an ambitious specialist looking to further their career.

**Person Specification**

Qualifications and Experience	Essential	Desirable
Qualified Teacher status	✓	
Degree in Geography or related subject	✓	
Proven experience teaching Geography at KS3 to KS5	✓	
Strengths in areas which could be further developed within the school, eg numeracy, enriched curriculum, coaching and mentoring	✓	
An understanding how to motivate learning	✓	
Effective communicator with pupils', staff and parents	✓	
An effective team player, working collaboratively with colleagues	✓	
Well-developed planning & organising skills including time management, delegation and administration	✓	
Good sense of humour	✓	
Evidence of outstanding teaching	✓	

April 2024

Alton School is committed to safeguarding and promoting the welfare of children. Applicants undergo enhanced child protection screening relevant to the post, including checks with past employers and the DBS. KCSIE online checks in line with the latest KCSIE guidance, Alton School will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relations to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

## Contact us

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