

# Alton School Recruitment Pack

Teacher of Geography  
Part time 0.85 FTE  
Permanent  
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:	Curriculum Group Leader for Humanities
Part Time/Full Time:	0.85 FTE
Salary:	Alton School Salary Scale

## Responsibilities and Duties:

- To prepare for and undertake the teaching of Geography across the ability range from the Prep School, GCSE to A Level
- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school
- Provide guidance to pupils regarding choice of courses in related subjects and assist with suitable preparation
- Ensure that schemes of work are developed, reviewed and modified to enable the maintenance and development of high standards of teaching and learning and embrace relevant new technologies and developments in education
- Monitor pupils work and the classroom practice of those in the department to ensure high standards are maintained
- Ensure that the department's delivery and development of the Curriculum is effective in meeting the needs of all pupils
- To provide stimulating and enriching extra-curricular/enrichment opportunities for pupils
- To support numeracy and literacy across the curriculum
- To promote use of IT across the curriculum including providing training/ support to colleagues on software used across the School
- Assess pupils' work, using the school's Marking Policy to inform planning and set targets that promote continuity and progression
- Create a stimulating, organised, interactive and informative learning environment that encourages each pupil to achieve to the highest standards
- Attend Parents' Evenings and meetings as required and keep parents/carers informed about their child's performance, attendance, achievements, behaviour and future targets including through written reports
- To attend staff meetings and other meetings as required
- To attend INSET meetings and courses as required
- To work as part of a team
- To uphold the ethos of the school
- Ability to meet individual needs of pupils
- Adhere to professional teaching standards



### **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

### **Other Duties:**

- To work with IT Support Engineer to ensure that the network meets the needs of students and staff
- To review performance annually in discussion with CGL
- To adhere to school procedures outlined in the Staff Handbook and Policy documentation

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by Headmaster in support of the aims of the School. Job Descriptions are subject to annual review

**April 2024**



## Person Specification

Qualifications and Personal Qualities	Essential	Desirable
Qualified Teacher status	✓	
Degree in Geography or related subject	✓	
Proven experience teaching Geography at KS3 to KS5	✓	
Proven experience teaching Geography at KS2		✓
An understanding how to motivate learning	✓	
Strengths in areas which could be further developed within the school, eg numeracy, enriched curriculum, coaching and mentoring	✓	
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	✓	
Evidence of Extra Curricular enthusiasm, leading clubs or other voluntary activities		✓
Good sense of humour	✓	
Evidence of outstanding teaching	✓	

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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