

# CHANCE COMMUNITY

## Job Application Pack



*Excellence has no limits*



Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. For the third year running we celebrated significantly improved outcomes at GCSE. OFSTED's recent visit further confirmed our improvement journey with our results showing that our hard work to improve the curriculum and teaching has had a significant impact.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes



Tanya Douglas

Headteacher

## Head of Geography

Status: Permanent

Scale: MPS/UPS + TLR2Cii

Start date: April or September 2024

We are seeking to appoint a well-qualified and suitably experienced teacher to lead our Geography Department as we seek to improve outcomes and build on solid foundations to make this an area of strength within the school. We are looking for someone with an ability to stimulate curiosity and interest in Geography and who is prepared to give their full commitment. The Head of Geography role is a key middle management position at our innovative and growing school and acts to ensure the provision of a well-rounded, forward-looking, and exciting Geography curriculum as well as monitoring the quality of teaching and learning across the department.

Geography is taught to all students in KS3, and is a popular options choice for students at KS4, contributing to the school's provision of the International Baccalaureate subjects for GCSE. There is a growing interest in the subject at KS5 with students following the OCR exams specification at both GCSE and A-Level. Students study a mixture of physical and human geography across all key stages.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Monday 29<sup>th</sup> January 2024** and interviews will take place on **Thursday 1<sup>st</sup> February 2024**.

Please send completed applications to [recruitment@chace.enfield.sch.uk](mailto:recruitment@chace.enfield.sch.uk) by the closing date. Please note CVs will not be accepted. For the full job description and person specification and application form, please visit our website [www.chace.enfield.sch.uk](http://www.chace.enfield.sch.uk).

***Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.***

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*

## Job Description and Person Specification: Head of Geography

### JOB DESCRIPTION

<b>Post Title</b>	:	<b>Head of Geography</b>
<b>Status</b>	:	<b>Permanent – Full time</b>
<b>Line Manager</b>	:	<b>Assistant Headteacher</b>
<b>Allowance</b>	:	<b>Main Pay/Upper Pay Scale + TLR2Cii</b>
<b>Start Date</b>	:	<b>April or September 2024</b>

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

### Purpose of the job:

As a teacher you will have responsibility, in accordance with the School Teachers' Pay and Conditions Document, for the education and welfare of designated classes of students at Chace Community School. Your duties will be carried out with due regard for the requirements of the National Curriculum, Chace Community School's aims and the policies of the Governing Body.

### Qualities

The Head of Geography will:

- Maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and be aligned to our belief that '*Excellence has no limits*'

### Duties and responsibilities:

We share a commitment to learning and raising achievement for all and have high expectations of all our students. To this end all teachers will be expected to:

- teach students principally in your own subject across the age and ability range and in accordance with agreed schemes of work and assessment for learning, recording and reporting procedures;
- share responsibility for ensuring the safety, well-being and discipline of all the students at the school;
- adhere to all school policies and procedures as laid out in the Staff Handbook, taking cognisance of all additions and amendments throughout the school year;
- participate in the development of appropriate materials and schemes of work within your faculty and in co-operation with colleagues;



- carry out a share of supervisory duties (break duty and exam invigilation for example) in accordance with agreed rotas;
- participate in appropriate meetings with parents and colleagues relating to all aspects of your work as a teacher at Chace Community School;
- carry out the role and responsibilities of a tutor as required;
- carry out other duties as reasonably required by the Head.

## **Specific responsibilities - the role of a Head of Department**

### **(a) The Curriculum**

- oversee all work within the Geography Department and ensure that the learning experiences offered to students are relevant to their needs and challenging to students to achieve beyond expectation and are in accordance with national guidelines
- to continually review and develop the range of curriculum and learning experiences offered to students
- to keep up to date with all curriculum developments in their field and encourage new initiatives to improve learning and teaching and raise achievement
- to assist, as appropriate, with the development of Information Technology across the school, in line with National Curriculum and exam specification guidelines
- to ensure that detailed differentiated schemes of learning are prepared in line with national requirements and school policy
- to ensure that students' work is regularly assessed, using assessment for learning, with progress monitored, and accurate records of students' progress kept
- to devise and implement strategies for celebrating students' achievement e.g. regular display of work and in assemblies
- to ensure that reports on students are compiled in accordance with school policy
- to develop and maintain effective links with the SENCO, to ensure the needs of students with Special Educational Needs are met, in line with the Code of Practice and school policies
- to oversee the development of cross-curricular links, as appropriate
- to liaise with the Assistant Headteacher with responsibility for assessment in the conduct of both public and internal examinations, at Key Stages 3 and 4
- to liaise with the Head of Vocational Studies and, where appropriate, Head of Learning to ensure that the educational needs of all students are met.

### **(b) Professional Support**

- to advise and support Department members in order to promote their development and to facilitate the effective development of the Department
- to participate in Performance Management arrangements as part of CPD
- to take a leading role in maintaining a disciplined, well ordered, purposeful, learning environment within the Department, in accordance with school policy
- to liaise with the Head of Vocational Studies, and where appropriate, Heads of Learning to support students causing concern
- to ensure that appropriate work is set for absent Department colleagues

### **(c) Communication**

- to attend, contribute and lead meetings, as appropriate
- to convene regular Department meetings and ensure that minutes are kept
- to keep Department members informed of curriculum developments
- to liaise with support staff, as appropriate, to help realise the objectives of the Department

- to liaise with parents as and when appropriate.

**(d) Resources**

- to ensure that Department capitation is allocated and spent appropriately in consultation with your Head of Faculty
- to keep an up-to-date inventory of all equipment and resources in the Department, including annual updating of all stock books relevant to the Department
- to complete risk assessments and vigorously monitor Health & Safety at work practice to ensure that the general environment within the Department area is in keeping with accepted health and safety procedures and legislation.

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school vision;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.*

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

## PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
<b>Qualifications</b>			
5 GCSE and A Levels (A*-C) or equivalents	√		Application
Qualified Teacher Status	√		Application
Honours degree or equivalent	√		Application
A range of in-service training which includes accreditation		√	Application
<b>Experience</b>			
Successful outcomes for students at KS3 and KS4	√		Application/Interview
The ability to deliver consistently good or better lessons	√		Application/Interview
Range of behaviour management strategies to manage the classroom	√		Application/Interview
Understanding the importance of quality written feedback to students	√		Application/Interview
The use of assessment data to identify underachievement and plan teaching and learning	√		Application/Interview
Leadership of the Team	√		
<b>Knowledge and Skills</b>			
An excellent understanding and knowledge of the National Curriculum for Geography at KS3, KS4 & KS5 and the current GCSE & A Level specification	√		Application/Interview
Ability to communicate effectively, orally and in writing to a range of	√		Application/Interview

audiences e.g. staff, pupils, governors, parents			
An understanding of strategies for raising student achievement and attainment through effective teaching and learning	√		Application/Interview
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	√		Application/Interview
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	√		Application/Interview
A learner, willing to undergo training and learn new skills as necessary	√		Application/Interview
Strong interpersonal skills	√		Interview
<b>General/Personal Qualities and Characteristics</b>			
A commitment to the school's vision and values	√		Application/Interview
High expectations for all pupils and the ability to inspire, challenge, motivate and empower others	√		Application/Interview
A 'can do attitude' and an ability to solve issues as and when they arise	√		Application/Interview
Adaptable to working within a team	√		Application/Interview
A calm demeanour and the ability to work well under pressure	√		Application/Interview
A commitment to the protection and safeguarding of children and young people	√		Application/Interview
A commitment to equality of opportunity and inclusion	√		Application/Interview



## **Application Process**

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '*excellence has no limits*'. Our vision is to provide young people with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow. This ambition enables our students to excel, not only in their education at Chace, but in the opportunities that they pursue when they leave.

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school ethos '***Belonging, Responsibility, Excellence***'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

To apply for the position, please complete an application form.

**Closing date: Monday 29th January 2024 at 9am**

**Interviews will take place on Thursday 1st February 2024**

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at [recruitment@chace.enfield.sch.uk](mailto:recruitment@chace.enfield.sch.uk)

*Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.*