



Croydon High School

for girls aged 3-18yrs

GDST
GIRLS' DAY SCHOOL TRUST

HEAD OF GEOGRAPHY

Required for September 2024

Full-time, permanent

Salary commensurate with experience and qualifications, plus benefits



Information for applicants

Information for applicants

www.croydonhigh.gdst.net



The School

As part of the GDST (Girls' Day School Trust), a family of all girls' schools across England and Wales, Croydon High School is an exceptional independent day school for girls aged three to 18. It was the first 'all-through' GDST school and has a proud history of providing outstanding education for girls stretching back to 1874.

Our purpose-built campus in Selsdon, South Croydon, accommodates both the Junior and Senior Schools, as well as a sports' centre, on a sloping site of over 20 acres, three miles from the centre of Croydon. Bright, large classrooms are served by wide corridors and offer a superb learning environment.

Proud of its heritage, Croydon High School is also firmly focused on the future. Staff are supported by a Senior Leadership Team, under Head Annabel Davies, who consistently strive to move the School forward preparing girls to meet the challenges of the modern world.

Our staff are dedicated, inspirational and they love their work. Relationships between the staff and girls are supportive, proactive, and warm. We pride ourselves on managing the balance between offering challenge and supporting each girl to be the best version of herself that she can be.

The School is a community where every girl is valued. We tailor our approach in line with our mantra, *Every Girl, Every Day*, to ensure that we offer an exceptional education where everyone can aspire without limits. We want every girl to enjoy a learning experience – every day – that inspires her ideas, stimulates her curiosity, and motivates.

Croydon High is made up of pupils from a broad and culturally diverse range of backgrounds and the school recognises and hugely values the positive impact this has on all who work, teach and learn here. To support and enhance the educational and pastoral provision for all our pupils, we are fully committed to a recruitment policy in which job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion, or belief.

"Your kindness, hard work and dedication ensured that I have had a wonderful year at school."

Thank you card to form tutor



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Organisational structure

The Girls Day School Trust

The GDST owns and operates 23 independent girls' schools and sponsors two academies, delivering innovative learning to girls. From nursery, primary and prep school, throughout secondary school and Sixth Form, they learn in an environment where every girl thrives.

A Council of Trustees is legally responsible for the GDST's strategic direction, its activities and has oversight of the organisation. This includes ensuring financial viability and control, the safety and welfare of pupils, and the realisation of their duties as employers of all GDST staff.

Whether you are looking for a teaching or support role you will not only belong to a successful school, but also be part of the GDST network of valued and essential colleagues from a wide range of backgrounds. The GDST is committed to diversity, inclusion, and real change: a family where every individual is valued, respected and included.

The School Governing Body

Under the GDST governance arrangements, each GDST school is supported by a SGB who plays a valuable role in providing a high-quality education for our girls.

The SGB for Croydon High offers guidance, advice and critical oversight, bringing expertise from their varied areas of specialism. They support the Head and help the School to foster the excellence for which it is renowned in the local area.

The School Senior Leadership Team

Croydon High is managed and run by a Senior Leadership Team; including the Head of Junior School, Director of Philanthropy and External Relations, and Director of Finance and Operations alongside the academic leaders of the Senior School.



“Croydon High School is a great school to teach in and I have seen a lot of kindness in action in the past eight years that I have been here. I always feel well supported and empowered to have high aspirations for myself and my pupils.”
Junior School staff member

“Croydon High’s way – and the GDST way – is so exactly representative of an ideal workplace, in my mind. The way Croydon High is concerned for mental and physical wellbeing of pupils AND staff, the way you’re open to change, the way you’re welcoming to everyone from any and all backgrounds, the way you encourage healthy discussions around accountability and how to make progress and improve... Working in this kind of environment is a dream.”
Senior School staff member

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The Geography Department

Croydon High presents an excellent opportunity for a talented Geography teacher to take leadership of a flourishing department and drive it through the next phase of its development. As Head of Geography, you will take overall responsibility for the professional leadership and management of the department, ensuring high standards of teaching and learning are delivered, resources are used efficiently and effectively, and the curriculum is managed and developed in accordance with school policy. If you have experience of teaching Geography up to A level and can use your passion for education to inspire, motivate and support pupils, we would love to hear from you.

Geography is a popular subject throughout the school. All pupils in Years 7-9 have weekly Geography lessons and an extensive review of topics and skills taught has taken place over the last year, to create a contemporary curriculum and more fieldwork and ICT embedded. We currently start the GCSE course (AQA) in Year 9. Pupil numbers and results at GCSE are strong. Since 2019 around half the cohort has secured a grade 8 or 9 each year. At A level we follow the OCR specification and last year three quarters of the candidates gained either an A or A*. Many students have continued with Geography at University.

The department boasts regular Geography fieldtrips locally, maximising the use of Selsdon for Year 7 and 8. Additionally, Year 7 visit Kew Gardens, Year 8 visit Bore Place and Year 9 visit New London Architecture and Spitalfields. Year 11 currently undertake a residential trip to Southwold and Year 12 have day trips to Brick Lane, Stratford and Eastbourne to help them prepare for their NEA. An international trip is planned for Iceland for October 2024. The department also has a rich co-curricular offer with an array of competitions, such as the GA's Worldwide Quiz, and clubs including Geography at the Movies and World Games club.



Working at Croydon High

As part of the GDST we offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Extensive professional development opportunities
- Training grants for obtaining further qualifications
- Access to GDST central training/development programme
- Generous pension schemes
- Life assurance benefit
- Free school lunches
- Up to 50% discount on fees for children at GDST schools
- Interest free loans for training, computer purchase or season tickets
- Cycle to Work scheme
- Employee Assistant Programme
- Retail and lifestyle discounts
- Financial guidance and support
- Competitive terms and conditions of employment

There are, however, many more good reasons to work with us.

Location

By rail:

Nearest stations are South Croydon and East Croydon, followed by bus journey (64, 433) to the School.

By tram:

Nearest stop Gravel Hill, followed by bus journey (64, 433) to the School.

By bus:

Routes 64, 409, 412, 433 all have stops within a short walk from the School.

By car:

Postcode CR2 8YB for Sat Nav.

By bicycle:

There is a cycle rack for those wishing to cycle.



Job description

Role **HEAD OF GEOGRAPHY**

Job Purpose Overall responsibility for the professional leadership and management of the department to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy.

Accountable to The Head, through the Assistant Head (Sixth Form)

Accountabilities **Policy/Strategic direction and development**

- Contribute to whole school policy-making and strategic planning as required by the Head.
- Prepare, monitor, and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

Leadership and management of others

- Lead and manage the department, recruiting, inducting, developing, deploying, motivating, and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- Lead the department with a clear focus on pupil progress, using robust data tracking systems to intervene where necessary, and produce exam analyses and development plans as required to inform future practice and drive further improvement.
- Take overall responsibility for the achievement of pupils in public examination results within the department.
- Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school.
- Exemplify in their own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the department.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
- Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as school productions and activity days.

Extra-curricular activities

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.

Marketing and external links, including public occasions

- Actively promote the department within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.
- Lead the department's contribution to marketing events and external links.

Management of resources

- Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

Monitoring, evaluation and assessment

- Ensure that within the department individual pupil progress is regularly assessed, recorded, and reported and used to inform future teaching.
- Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

Training and development of self and others

- As a lead professional, set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

General requirements

All School staff are expected to:

- Work towards and support the school vision and the current School objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Contribute towards organising, participating in or delivering on the school's programme of co-curricular activities.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, colleagues and any external personnel.
- Engage actively in the performance review process and training and development opportunities available.
- Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST guidance and communications.
- In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.
- Carry out duties such as supervising pupils at break or lunch, as reasonable.
- Attend all relevant parents' meetings, which may take place in the evening.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person specification

Skills required

Ability to teach specialist subject up to A level	Essential
Ability to use a range of teaching strategies in order to meet the needs of all students	Essential
Sound behaviour management skills and discipline, both inside and outside the classroom	Essential
Dedication to promoting subject or key stage within the school and marketing within and outside school	Essential
Ability to communicate effectively, both verbally and in writing	Essential
Excellent interpersonal skills, able to work effectively and harmoniously with others	Essential
Excellent organisational and time management skills with the ability to prioritise and work to deadlines	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to maintain confidentiality	Essential
Confident user of ICT to aid administration and learning	Essential

Knowledge

Experience of working in a successful department at KS5	Desirable
Knowledge of latest developments within teaching	Desirable

Qualifications/Attainment

Well qualified graduate in a relevant subject	Essential
Qualified teacher status, or willingness to gain qualification within a reasonable period	Essential
Proven track record of academic success within the subject area or phase or NQT equivalent	Essential

Experience

Experience of teaching Geography	Essential
Experience of working within a successful team	Essential
Proven experience of successfully contributing to or running co-curricular clubs/activities	Desirable

Attitudes/approach

Enthusiastic, positive and hard working	Essential
A passion for education	Essential
Commitment to the safeguarding of children and young people	Essential
Ability to inspire, motivate and support pupils	Essential
Flexible and approachable attitude	Essential
Ability to solve problems, make sound judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own teaching and performance	Essential
The drive and stamina to provide excellent opportunities for all girls in the school	Essential
Willingness to play a part in the overall developments of the school	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential

Information for applicants

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How to apply

An application form should be downloaded from our website <https://www.croydonhigh.gdst.net/vacancies/> completed and, together with a supporting letter addressed to the Head, be emailed to hr@cry.gdst.net.

Applications will be reviewed regularly, and interviews may occur at any stage after applications are received. Interested candidates are encouraged to apply **as soon as possible**.

The school reserves the right to appoint at any stage during the recruitment process.

Any candidate wishing to seek additional information on the role, or application process, should contact the HR & Compliance Officer by email: hr@cry.gdst.net

Safeguarding

Croydon High is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches and checks with past employers and the Disclosure and Barring Service.

A copy of our School Safeguarding and Child Protection Policy (CHS) and Whole School Recruitment, Selection and Disclosure policy (including employment of ex-offenders) can be found [here](#) on our website.





Croydon High School, Old Farleigh Road,
Selsdon, South Croydon CR2 8YB

Head: Ms Annabel Davies

Head of Juniors: Miss Sarah-Jane Pendleton

www.croydonhigh.gdst.net

Juniors

Tel: 020 8260 7508

Email: juniors@cry.gdst.net

Seniors & Sixth Form

Tel: 020 8260 7500

Email: seniors@cry.gdst.net



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