



**North East
Learning Trust**

Head of Geography
The Academy at Shotton Hall
Applicant information pack

Head of Geography

Permanent

Required 1st September 2025

1.0 FTE

MPS/UPS plus TLR 2.3 (£5,645)

The Academy at Shotton Hall is a part of the North East Learning Trust, and we are seeking to appoint a Head of Geography join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn. We are proud of our warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed consistently amongst the top performing schools in County Durham with students exceeding their targets.

The successful candidate will share their genuine love of teaching and learning and their passion for their subject. This is an exciting opportunity for the right candidate to join a close and talented team who together, ensure students receive excellence every day.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Access to Teachers' Pension
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Leading the strategic direction and development of the department
- Driving forward the quality of teaching and learning in the department
- Leading and managing staff
- Effectively deploying resources
- Performance Management responsibilities

Deadline: Friday 21st March 2025- 12 noon

Interviews WC 24th March 2025



How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to rebecca.elliott@shottonhallacademy.co.uk or by post to Rebecca Elliott, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham, SR8 1AU. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: Head of Geography
Responsible to: Head of Humanities/Head of School
Responsible for: Leading the Geography Department
Salary Band: MPS/UPS plus TLR 2.3

Job Purpose:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body, Executive Headteacher and Headteacher of the school.
- To act as a Curriculum Lead and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Duties and Responsibilities:

Operational/Strategic Planning

- To report regularly to Senior Leadership on the progress of individual students
- To participate in staff meetings as required
- To manage the strategic operations for the department and day to day operations
- To plan, prepare, evaluate and modify personal teaching methods and materials in accordance with department and school policies
- To control and manage the classroom effectively
- To praise and manage student behaviour as appropriate
- To plan to meet the varied and special educational needs of students
- To set homework in accordance with the school and department policy
- To contribute to the appearance and ethos of the Trust through the maintenance of pleasant learning environment within the classroom and departmental areas
- To actively celebrate the achievement of students using school systems to praise and reward
- To participate in general supervisory duties in accordance with published duty rotas
- To participate in required meetings with colleagues and parents/carers
- To liaise with colleagues in other departments as appropriate

Enhancing own knowledge, skills and understanding

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students
- To keep up to date with developments and initiatives in the subject area

Professional development and raising awareness

- To lead the Department

- To work with relevant staff to identify and address the needs of students
- To plan differentiated material to support all students at Key Stages
- To participate proactively in professional development initiatives

Curriculum and Extra-curricular Provision

- To contribute in developing/reviewing/revising schemes of work and engaging and challenging resources
- To contribute to the creation, planning and organisation of extra-curricular activities to promote the subject and enhance students' learning

Sharing Information

- To ensure the efficient exchange of information regarding students both within the school and with other institutions/external agencies, as necessary

Support and Monitoring

- To mark and record students' work in line with departmental and school policies
- To assess in line with departmental and school policies the ability of individual students; transfer that assessment to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' evenings
- To prepare and conduct assessments of students' learning as and when required and submit data regarding students' progress into the school management information system.
- To liaise with others involved in supporting students' learning
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals
- To support students' social and emotional needs.
- To foster good relationships and liaison with parents/carers

Management of Information

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.

Communication

- To ensure effective communication/consultation as appropriate with the parents/carers of students

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager

- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person specification

Head of Geography

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good Honours Degree in the specialist subject • QTS • Ability to teach KS3, KS4 and A Level 	<ul style="list-style-type: none"> • Engagement in professional development that is relevant to the role, e.g. NPQ.
Experience	<ul style="list-style-type: none"> • Experience of working with children within a learning environment (individuals/groups) • Evidence of recent professional development/training in the teaching and support of the subject 	<ul style="list-style-type: none"> • Recent experience of leadership of GEOGRAPHY within a secondary setting.
Aptitude and skills	<ul style="list-style-type: none"> • Ability to lead the department across the whole age range • Ability to work flexibly as part of a team • Ability to maintain a good learning environment • Excellent communication skills • Excellent organisational, planning and prioritising skills • Willingness to take responsibility • Ability to use own initiative • Resilient, mature approach • An appreciation of the value of learning • A desire to encourage all young people to succeed 	<ul style="list-style-type: none"> • Ability to initiate activities to enhance provision within the subject area
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm • Sensitivity to students' needs /self-esteem • Willingness to further develop professional skills • Meaningful contribution to extra-curricular activity • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player 	<ul style="list-style-type: none"> • Experience of working with young people aged between 11-18



References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

