

HEREFORD CATHEDRAL SCHOOL

Head of GEOGRAPHY

Candidate Information Booklet

HEREFORDCS.COM

01432 363522

Welcome

Thank you for your interest in the position of Head of Geography at Hereford Cathedral School. I hope that this information booklet will help provide you with some insight into our Cathedral School, Hereford city, and the outstanding county in which we are privileged to be located.

From our three year-olds in Nursery to our 18 year-olds in the Sixth Form, we seek to meet the specific needs of every pupil – providing stretch and challenge in the classroom and a wide variety of opportunities to develop individual interests, skills and self-esteem.



Alongside our small class sizes, excellent results and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, family, inclusive ethos, encouraged by excellent staff pupil relations and a highly supportive parent body. It is this ethos, widely recognised as a special characteristic of the school, which enables pupils, young and old, to excel both in and out of the classroom.

The school is one of the UK's leading independent co-educational day and boarding schools. We also benefit from the finest of settings, adjacent to a beautiful Cathedral and within a stone's throw of the thriving city centre.

This is an exciting time in the development of the school and the Head of Geography will play their part in helping the school provide a lively, enriching and relevant curriculum. Details of the position, and the qualities that we seek in the successful applicant, are included in the job description.

I hope that the information provided in this pack gives you a sense of what to expect at Hereford Cathedral School and helps you to decide whether this is the right post for you. Please feel free to contact me directly if you have any further questions.

Paul Smith,
Headmaster

"Justifiably growing more self-assured, a school with a great deal to offer and an ethos of careful, thoughtful, nurture. Much to impress, with truly outstanding arts and music, a wide curriculum, a great sense of community service and genuine commitment to developing courage, confidence and a sense of adventure in even the quietest child."

The Good Schools Guide Review 2013 of Hereford Cathedral School

Aims, Ethos & Vision

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote the acquisition of moral values.
- To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
- To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
- To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
- To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
- To respond to pupils' aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, and sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

A Brief History

Hereford Cathedral School is amongst the oldest schools in the United Kingdom and is thought to have been founded as a song school attached to Hereford Cathedral in Anglo-Saxon times. The first written reference of the School dates back to Bishop Gilbert's letter of 26th December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also equally rich in history and was founded in 1898, moving to its current location in 1925.



Life at the School

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.



As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too.

"The children, from the nursery class eagerly talking about their book choices in the school library, to the reception children, busy with puzzles and problem solving, to Year 4s enthusiastically reciting poetry, are the best possible advertisement for the school. Each child we spent time with was friendly, relaxed, happy and engaged. Bouncing about full of things to talk about. You can pretty much hear their little brains fizzing. A delightful place to start exploring life's possibilities."

The Good Schools Guide Review 2013 of Hereford Cathedral Junior School

Academic Results

A-LEVEL

Our students achieve outstanding A-level results with grades over the past five years well above the national average.

18% of all grades at A*

46% of all grades at A* to A

73% of all grades at A* to B

90% of all grades at A* to C

GCSE

GCSE results over the past five years have also been exceptional.

30% grades 9-8 (A*)

55 % grades 9-7 (A* to A)

77% grades 9-6 (A* to B)

95% grades 9-4 (A* to C)

"Pupils' success is the result of teaching of high quality within a broad and interesting curriculum, which includes many trips and talks from visitors, as well as the provision of a wide range of extra-curricular activities."

ISI Integrated Inspection 2014 of Hereford Cathedral Junior School

The Geography Department

Hereford Cathedral School seeks to appoint a full-time Head of Geography from January 2021. Applicants must be able to teach up to and including A Level Geography. We are looking for an inspirational teacher and excellent communicator to lead this successful department, with the commitment to build on its strengths and to make positive improvements in the future.

The Geography Department lies in the heart of Hereford City on Church Street, linking the Cathedral School with its city centre. This location is a perfect vantage point from which to develop our pupil's curiosity in the world and how people interact with it. Our Year 10 pupils make the most of this setting for their Urban Change fieldwork and the department has a long standing tradition of excellent fieldwork for every year group. This ensures that a variety of landscapes and themes can be studied in reality, beyond the confines of the classroom. Year 7 undertake a river study in the South Shropshire hills; Year 8 visit the Forest of Dean to look at the impact of Tourism; Year 9 travel to the Brecon Beacons to analyse National Park Management; Year 11 have a GCSE residential to assess the effectiveness of Coastal Management in South Wales; Year 12 visit Cardiff for an insight into Urban Regeneration and also engage in an A Level residential trip to the Snowdonia National Park; finally in Year 13 we go on a local walk around glacial depositional features in Shobdon.

The department teaches in mixed ability groups of approximately 20 pupils and lessons use a range of teaching styles and methods to ensure maximum progress. Currently, the subject is a popular subject taken at GCSE with three sets in each GCSE year. This transpires into a 93% pass rate at GCSE and strong numbers at A Level where on average 50% of our candidates achieve the top A-A* grades. The AQA specifications are followed at both GCSE and A Level. Schemes of work designed to ensure a breadth of knowledge is covered. Each year several Year 13 students go on to study Geography related courses in higher education.

The department is made up of an experienced team of teachers who teach to their degree specialisation at A Level. All staff share resources openly in the interests of developing varied tasks and engaging material for each class. Each child has a personal text book for use with structured homework tasks and independent revision, to supplement class hand-outs.

The Geography Department includes three classrooms with interactive white boards, its own office as well as a resources room housing A Level reading material, 20 lap tops for ICT/GIS tasks, NEA resources, fieldwork equipment, maps, weather instruments, compass and rope bearing activities, models and much more. The department hosts the county Geographical Association World Wise Quiz for 10 local schools, as part of our outreach programme.

It will be the Head of Geography's role to manage the staff and resources, encourage and track pupils' progress through all stages of their education and ultimately contribute to well-rounded individuals who care about the sustainability of our planet. The successful candidate will be leading a robust department into an ever-changing future.

"Sporting success is seen as important but participation is also perceived as a means of increasing pupils' confidence and strengthening relationships. Successful teams fielded in rugby, cricket, hockey, netball, rounders and tennis."

ISI Integrated Inspection 2014

Main Findings	ISI Grading: HCS	ISI Grading: HCJS
The quality of academic and other achievements and learning:		
- The quality of the pupils' achievements and learning	Excellent	Excellent
- The contribution of curricular and extra-curricular provision	Excellent	Excellent
- The contribution of teaching	Excellent	Excellent
The quality of the pupils' personal development:		
- The spiritual, moral, social and cultural development of the pupils	Excellent	Excellent
- The contribution of arrangements for pastoral care	Excellent	Excellent
- The contribution of arrangements for welfare, health and safety	Excellent	Excellent
The effectiveness of governance, leadership and management:		
- The quality of governance	Excellent	Excellent
- The quality of leadership and management, including links with parents, carers.	Excellent	Excellent

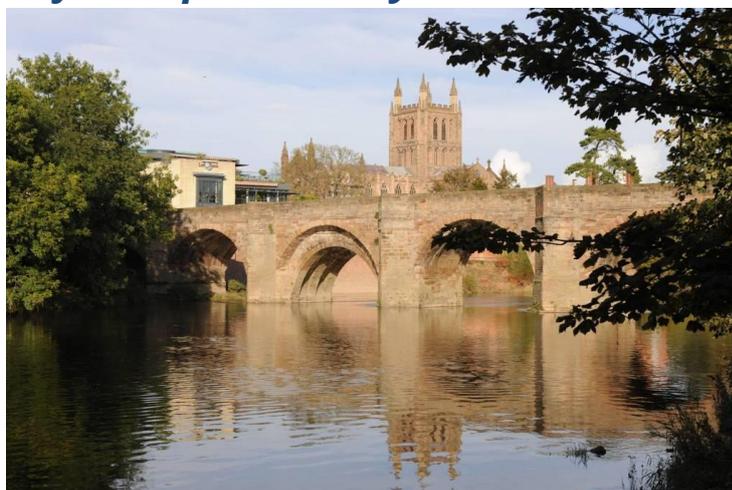
"Staff know the pupils well and create a happy, friendly atmosphere, in which the pupils feel safe, secure and supported. They provide a high standard of help, guidance and monitoring, valued by the pupils and parents.

ISI Integrated Inspection 2014 of Hereford Cathedral School

A beautiful city, culture and a taste of tranquil countryside

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond - with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside - affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally-acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.



Hereford itself also offers a wide-range of independent eateries, great places to eat and drink; a new Odeon and a great shopping centre. Commuting is easy with great transport links to London, Birmingham and Cardiff. A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The cathedral and school play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

www.visitherefordshire.co.uk

House Prices in Hereford (taken from www.rightmove.co.uk, June 2020)

Properties in Hereford had an overall average price of £224,370 over the last year.

The majority of sales in Hereford during the last year were semi-detached properties, selling for an average price of £216,022. Terraced properties sold for an average of £171,983, with detached properties fetching £312,482.

Overall, sold prices in Hereford over the last year were 2% up on the previous year and 11% up on the 2017 peak of £202,943.

"Pupils are an absolute delight – very supportive of one another, articulate and appreciative. Comfortable in their own skin, but not full of themselves. Extremely positive about the School and proud of their achievements, but no trace of entitlement or arrogance – if they are a little on the quiet side one gets the impression that this is the result of not having to shout in order to be heard."

The Good Schools Guide Review 2013 of Hereford Cathedral School

Quick Facts:

Hereford Cathedral Junior School (Head of Junior School: Mr Chris Wright)

28 Castle Street, Hereford HR1 2NW

Tel: 01432 363511, Email: enquiry@herefordcs.com, Website: www.herefordcs.com

Type: Day/Co-Education

Age Range: 3 to 11 years

Roll: 208 pupils

Fees: £2,703 to £3,544 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: IAPS

Hereford Cathedral School (Headmaster: Mr Paul Smith)

Old Deanery, The Cathedral Close, Hereford HR1 2NG

Tel: 01432 363522, Email: schoolsec@herefordcs.com, Website: www.herefordcs.com

Type: Co-Education

Age Range: 11 to 18 years

Roll: 558 pupils

Fees: £4,720 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: HMC, CSA

"Parents are overwhelmingly positive and supportive of the School, and are very happy with the education their children receive."

ISI Integrated Inspection 2014 of Hereford Cathedral School

The Role: Head of Geography

January 2021

Location: Hereford Description: **Full time and permanent**

Hereford Cathedral School seeks to appoint a full-time Head of Geography from January 2021. Applicants must be able to teach up to and including GCSE and A Level Geography. We are looking for an inspirational teacher and excellent communicator to lead this vibrant and successful department, with the enthusiasm, energy and commitment to really inspire their pupils and their team.

In addition to academic teaching, the successful candidate will also be asked to contribute fully to the pastoral and extra-curricular life of the school. They will need to have first rate interpersonal skills, with the ability to work well and communicate effectively with pupils, colleagues and parents. In addition, energy, vision and high expectations are essential qualities for this position. An ability to teach another subject, although perhaps useful, is not essential.

Application forms can be downloaded from our website www.herefordcs.com and sent with a covering letter to Mrs Cath Knowles, Head's PA, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or email to c.knowles@herefordcs.com

Applicants are encouraged to contact us if they are interested in the post and early applications welcomed.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to DBS clearance, satisfactory employment references and pre-employment checks.

Registered in Cardiff No 2081261 (Limited by Guarantee)

Registered Charity No 518889

We reserve the right to withdraw this advertisement at any time



Job Description and Person Specification

Post Title	Head of Geography. Teacher of Geography Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG
Salary	As per contract
Hours/Weeks	This is a full time position.

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster:

The Organisation

Hereford Cathedral School is one of the UK's leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone's throw of the thriving city centre.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reporting Lines:

The post holder reports to the Deputy Head Academic.

Accountabilities:

- To lead the Geography department.
- To contribute to the Geography department by carrying out the professional duties of a teacher.
- Manage the Geography academic budget.

Responsibilities:

- Leadership of the department and its teachers and teaching support staff
- To lead the development of the department and contribute to the departmental and overall School aims and objectives.
- To maintain a high standard of teaching, learning and assessment in his/her classroom, whilst also ensuring a similarly high quality of teaching, learning and assessment is maintained throughout the department
- To teach Geography and deliver an inspiring, challenging and balanced curriculum to students that supports the subject areas.
- To assess, record and report on the development, progress and attainment of pupils.
- To liaise with the Academic Deputy to ensure a coherent programme of study for pupils.
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up to date.
- To conduct appraisals of teaching and teaching support staff.

- To manage the CPD of departmental teaching and support staff.
- To take part in the School's professional development programme and to actively take responsibility for his/her own continuous professional development (CPD).
- To identify and support throughout the UCAS process those pupils who might study Geography or a closely related subject
- To encourage and/or organise at least one overnight trip per year for the department.
- To organise events, clubs and societies that engage our pupils and ensure that the department has a high profile within the school
- Undertake whole school duties as outlined annually.
- To support through involvement the School's extra-curricular activities.
- To Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times.
- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

Health and Safety:

As an employee you are expected to:

- to take reasonable care of your own health and safety
- to take reasonable care that your department and staff follow all H&S guidelines and policies
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Person Specification

	Essential Criteria	Desirable Criteria
Qualification	<p>Degree level qualification</p> <p>Evidence of involvement in relevant CPD</p> <p>Driving licence D1 (able to drive minibuses)</p>	<p>Masters degree or above</p> <p>Qualified Teacher Status</p> <p>Other relevant professional qualifications</p>
Experience and Knowledge	<p>Excellent knowledge and understanding of the curriculum and a passion for the subject</p> <p>Knowledge and experience of lesson planning, use of resources and assessment</p> <p>Understanding of the theory and practice of effective teaching</p> <p>Successful teaching at secondary/sixth form level (can be teaching practice)</p> <p>Knowledge of Safeguarding and Child Protection of Young People</p>	<p>Experience of creating a positive learning environment for pupils</p> <p>Development of schemes of work</p> <p>Worked effectively as a form tutor</p>
Skills/Abilities	<p>Build and maintain effective relationships through effective interpersonal skills</p> <p>Strong organisational and administrative skills</p> <p>Excellent communication skills</p> <p>Inspire, challenge, motivate and empower others</p> <p>Think creatively to anticipate and solve problems</p> <p>Inclusive approach to education</p> <p>Ability to manage own time effectively</p> <p>Takes responsibility for own professional development and sees the value of CPD</p> <p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel</p>	<p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p> <p>Ability to deliver feedback effectively</p> <p>Able to contribute to the School's extra-curricular activities programme e.g. coach a sports team, CCF, DofE</p>

<p>Aptitude</p>	<p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p>	
<p>Circumstances</p>	<p>Able to work flexibly, some earlier starts, evenings and weekends will be required.</p> <p>A strong commitment to support the School's extra-curricular activities programme</p>	
<p>Safeguarding Children, Young People and Vulnerable Adults</p>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
<p>Equal Opportunities</p>	<p>Understanding of the requirements of Equality and Diversity</p>	