

# Candidate Brief

Head of Geography



  
Haileybury

**Haileybury is a leading co-educational independent boarding and day school in Hertfordshire with around 900 pupils, aged 11 to 18. Founded in 1862, Haileybury is a school that is rooted in history and tradition, but which is innovative and progressive.**

**Haileybury has an outstanding reputation in the UK and internationally and was judged “*excellent in all areas*” by ISI in October 2022.**

**We are thrilled that Haileybury has been awarded the prestigious title of Boarding School of the Year 2024 by Tes.**

Situated on a beautiful 500-acre estate within easy travelling distance from London, Cambridge and various international airports, Haileybury offers a world of opportunity for pupils within a happy and purposeful community.

Haileybury is an **academically selective** school that creates learners who are ambitious, intellectually curious, imaginative and collaborative. Inspectors described pupils as “happy learners who appreciate the value of the broad education they receive and who enjoy the process of learning”.

We have a comprehensive system of **pastoral care and wellbeing**. Our House structure is led by an outstanding wellbeing team and Haileybury has onsite Health and Wellbeing Centres including a Counselling Service available to pupils and staff.

The **extensive co-curricular offering** at Haileybury provides a breadth of opportunity, and depth in terms of specialist provision. Pupils enjoy both individual and team successes at national and international level in sport, as well as achieving national awards in the performing arts. Through experiencing the co-curricular programme our pupils develop character, resilience and self-confidence.

Haileybury is **ambitious and thought leading**. For example, our new state-of-the-art SciTech Project includes laboratories that will house our research collaboration with professors from Stanford University allowing pupils to take part in real-life scientific endeavour.

We place great emphasis on playing our part in **the wider community**. The School has a vibrant and inclusive Chaplaincy and community outreach programmes support the School’s central value of service to others.

Haileybury has a strong **international dimension**, with two partner schools well established in Kazakhstan, a school recently opened in Malta and further schools due to open in Bangladesh and South Korea. Haileybury also proudly sponsors our academy partner, Haileybury Turnford, in the UK.

Our goal is for pupils to leave Haileybury with **a passion for learning, a strong sense of their own identity and respect for others**.

## The Role

Haileybury is seeking to appoint a Head of Geography to lead a committed and professional team of teachers, and to enhance the quality of teaching and learning within the Geography Department.

The Geography Department currently consists of six teachers. We have four classrooms, all equipped with ViewSonic Touchscreen Monitors, and a comprehensive supply of fieldwork equipment.

We currently offer a range of fieldwork opportunities to all our pupils, ranging from onsite explorations in our lovely and biodiverse grounds to field trips into London and further afield. We occasionally work with the Field Studies Council but are increasingly making use of the expertise that already exists in the Department for our field trips. The Department also runs an annual GCSE trip to Iceland.

At KS3 our curriculum is issues-based and includes topics such as climate change and the geography of conflict. Geographical skills, including fieldwork, are fully embedded into schemes of work. For GCSE we currently follow the AQA specification before we offer a choice of A level (using the Eduqas specification) and International Baccalaureate geography courses to our Sixth Form. In recent years, members of the Department have also offered in-house courses covering topics like geopolitics and sustainability to interested Sixth Formers as part of the School's academic extension programme. A good proportion of our Sixth Formers go on to read geography, usually studying either at Russell Group Universities or overseas.

### Key responsibilities:

- Responsible for the departmental vision and strategy, as well as overseeing the development of the curriculums and examination cohorts.
- Review, maintain or develop schemes of work at all levels and undertake, or fairly delegate, all necessary administration or academic courses, including examination and coursework processing.
- Monitor the progress of all pupils taking the subject, and set targets where appropriate; support key groups of pupils in their studies, including those with Learning Support requirements.
- Further enhance the quality of teaching within the Department, through the sharing of resources, good practice, lesson observation, collaborative teaching and mentoring.
- Lead, manage and monitor the performance of the Geography Teachers, providing appropriate guidance and support.
- Act as a point of contact for pupils wishing to pursue any university studies and careers linked to the subject.
- Plan and monitor budgets to meet the requirements of the Department; and develop the facilities and resources of the Department.
- Ensure the best possible academic outcomes for pupils through planning, preparing and delivering courses and

lessons to a high standard.

- Assess, mark, record and report on the development, progress and attainment of pupils in line with School and Departmental policy; providing timely and supportive feedback to pupils on their work following the agreed policies in the Staff and Departmental Handbooks with regard to such matters as programmes of study, teaching methods, supporting pupils with Learning Support needs and homework (prep).
- Differentiate teaching according to the educational needs of individual pupils, including those with Learning Support requirements.
- Prepare and deliver engaging lessons in a positive and purposeful learning environment.
- Keep up-to-date records of pupil attainment to inform pupil tracking. Produce individualised reports on the development, progress and attainment of pupils and attend all parents' evenings.
- Advise on and co-operate in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.
- Prepare pupils for public examinations and assist with preparation, invigilation and assessment of internal examinations.
- Attend INSET and other opportunities for training and participate in the School's professional development programme.
- Provide guidance and advice to a tutor group, as part of a wider team of year group and House tutors following the expectations set out in the Staff Code of Conduct.
- Supervise pupils as part of a House tutor team; this will include carrying out an evening House duty and occasional Saturday evening and Sunday commitments.
- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in School activities elsewhere.

In addition to the above, all teachers are expected to play a full part in the wider co-curricular life of the School, which includes leading and supporting activities beyond the classroom. Staff are responsible for maintaining good order and discipline among the pupils, and all staff share a responsibility to safeguard pupils, and to ensure pupils' health and safety.

## Development and Support

Professional development and learning sit at the heart of our school, and the successful post-holder will be joining a vibrant intellectual community.

They will receive bespoke, individualised support from their line manager and access to our comprehensive professional development programme.

Our teaching body is collegiate and supportive. The Common Room is welcoming and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre as well as, a Counselling Service and a resident Chaplain.

## Equality, Diversity and Inclusion

Haileybury is an equal opportunities employer and is committed to treating all employees and applicants equally irrespective of any protected characteristic.

The School is committed to its strategy of diversity and inclusion and encourages applications from staff with diverse backgrounds. In this way, the School wishes to enrich the collective knowledge and experience of its staff body. Staff are encouraged to contribute their ideas in order to help shape a curriculum that explores a range of perspectives, and meets the needs of our diverse pupil body.



# Travelling to Haileybury

## Air

London Heathrow (50 minutes by car), London Stansted (30 minutes by car) and London Luton (40 minutes by car) airports are within easy reach of Haileybury. London Gatwick Airport (75 minutes by car) is only slightly further away. All are served by rail links to central London.

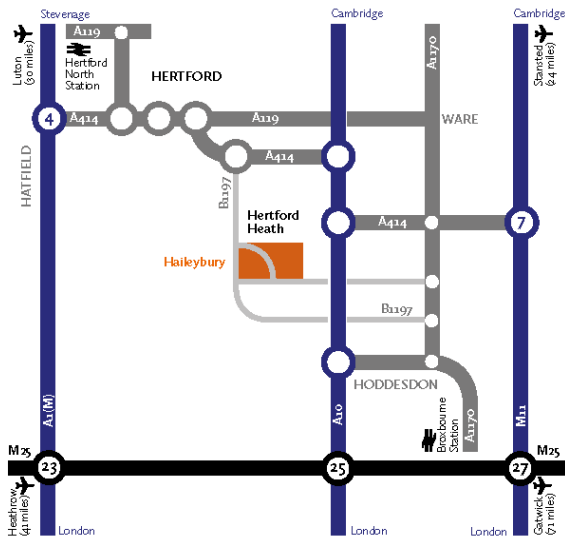
## Rail

There are two main line railway stations close to Haileybury. Hertford North to London (Moorgate or King's Cross) is a 40-minute journey. Broxbourne to London (Liverpool Street) is 35 minutes. Hertford North is a five-minute car ride from Haileybury and Broxbourne is 10 minutes away.

## Road

Haileybury is conveniently located close to the A10 and easily accessible via the M25, A1(M), M11 and A414.

- From the South East: Leave the M25 at junction 25 to join the A10 north (Cambridge), exiting the A10 at Hoddesdon.
- From the South West: Leave the M25 at junction 21a to join the A405, then the A414 to Hatfield and on to Hertford. The B1197 leads to Hertford Heath village.
- From the North: Leave the A1(M) at junction 4 for the A414 to Hertford, or leave the M1 at junction 7 (St Albans) for the A414 to Hertford.
- From the East: Via the M11 leave at junction 7 (Harlow) for the A414 to Hertford.



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