



INSPIRATIONAL
Box Hill School

Candidate Pack

Geography Teacher

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

Round Square: Where Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directly Responsible to: Head of Geography.

Areas of Responsibility

Your Professional Duties

You are expected to act in accordance with the aims, policies and administrative procedures of the school. The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Specific Duties and Responsibilities

To teach Geography with expertise and enthusiasm at KS3, GCSE and A Level, offering support to the learning of individual students and contributing to the school's pastoral system.

The role is offered on a full- or part-time basis.

Candidates will have a firm grasp of curricular developments, inspire high standards in the classroom, have a warm approach, and be prepared for wider involvement in co-curricular activities.

Plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, in line with the vision of the Geography Department.

Candidates with experience of teaching IB would be an advantage but not essential.

Use an appropriate range of teaching strategies and resources which meet students' needs and expectations and are designed to raise levels of attainment.

Build on the prior knowledge and attainment of earlier learning in order that students meet their learning objectives and make sustained progress. •

Develop ways to encourage, challenge and inspire students to apply new knowledge, understanding and skills to deepen further learning.

Manage the learning of individuals, groups, and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of the learners.

Keep up to date with preparation and marking, using informative assessment which guides and encourages students and feeds into future planning / teaching.

Assess, record, and report on the development, progress and attainment of students.

Provide students, colleagues, parents and carers with timely, accurate and constructive feedback on students' progress, attainment and areas for development.

Assist students outside of lesson time, contribute to Geography surgeries, and participate in field studies and educational trips.

Contribute, as appropriate, to the development of schemes of work and shared departmental resources and adhere to schemes of work when planning and teaching.

Deploy innovative methods of delivering ICT through Geography, promoting independent learning and personal development of students.

Develop clear lines of communication and cooperation with parents and carers.

Pastoral and extra-curricular:

- Be fully conversant with and apply the school's child protection policy.
- Promote the general progress and well-being of students in your care.
- Act as a group tutor, involving reporting to parents on a regular basis where necessary.
- Carry out evening and weekend duties on a pro rata basis.
- Attend all Inset Days.

Professional Standards:

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Attend staff meetings and Professional Development days.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging in line with the school's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Faculty Lead and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress, and attainment of pupils.
- Mark work according to agreed guidelines.
- Communicate and consult with parents both formally during parents' evenings and informally, as required.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

Professional Development and Appraisal

- Review from time to time your own teaching methods and use of resources.
- Have knowledge of and keep up to date with current pedagogy.
- Actively participate in arrangements for your professional development as a teacher.
- Actively participate in arrangements for the appraisal of your performance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips
- Attend staff meetings, assemblies, parent information evenings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required.

- Participate in Open Events.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- This job description may be amended at any time, after consultation with you.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A good honours degree in a related subject • A recognised teaching qualification 	<ul style="list-style-type: none"> • QTS 	Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Experience of teaching Geography across Key Stage 3 to 5 • Experience of developing an inclusive classroom with high standards of achievement for all • Experience of using assessment effectively to inform teaching • Evidence of career development 	<ul style="list-style-type: none"> • Experience of working in a successful Geography department at Key Stage 3 to 5 • IB Teaching Experience • Experience of integrating technology with learning • Proven experience of successfully 	Contents of the application form Interview Professional references

		contributing to or running cocurricular clubs and activities	
Skills	<ul style="list-style-type: none"> • Demonstrate an enthusiastic and imaginative approach to teaching the subject • Ability to use ICT in the classroom • Excellent interpersonal skills • Strong time management and organisational skills • Ability to differentiate within the classroom 	<ul style="list-style-type: none"> • Sporting, musical, dramatic, artistic or other skills which can feed into the extra-curricular programme • Dedication to promoting Geography within the School and marketing within and outside school. • Excellent record keeping and reporting • Inquisitive, collaborative and thorough 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<ul style="list-style-type: none"> • Strong passion for Geography and excellent subject knowledge • Up-to-date knowledge of safeguarding requirements and approaches to pastoral care. • Knowledge and understanding of data protection and a commitment to maintaining confidentiality • Teaching strategies which enable learners to make 		<p>Contents of application form</p> <p>Interview</p> <p>Professional references</p>

	<p>excellent progress across all abilities.</p> <ul style="list-style-type: none"> • Lively, fun approach to teaching and learning 		
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • An approachable, professional colleague and classroom practitioner • Flexible and well organised, with a good sense of humour 	<ul style="list-style-type: none"> • Able to work independently using a wide range of resources • Able to create original classroom resources • Sensitive to the challenges presented by children who are far from home 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.

Terms and Conditions



Staff on site
parking



Use of the
school gym



Staff discount
on school fees



Lunch is
provided free of
charge during
term time



Pension Scheme
provided
through Aviva
Pension Trust
for Independent
Schools



Cycle to work
scheme

Applications

The successful applicant will be required to complete a pre-employment medical questionnaire.

Box Hill School operates a competitive salary scale for academic staff and welcomes applications from teachers with all levels of experience. The salary for this role can be discussed during the interview process and will be relevant to the successful candidate's experience.

Applicants are required to complete the school's Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent to: hradmin@boxhillschool.com

Early applications are encouraged as we reserve the right to appoint before the closing date.

The closing date for applications is Thursday 17th April 2025 **13.00**.

Interviews will take place from week commencing 21st April 2025.

