



St Mary's Catholic High School, Leyland



# TEACHER OF GEOGRAPHY (Maternity Cover)

LET YOUR LIGHT SHINE

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HEADTEACHER MR P THOMPSON

[www.ismchs.com](http://www.ismchs.com)



We are seeking to appoint an enthusiastic, dedicated, and inspiring **Teacher of Geography** to join our thriving Humanities department to cover a maternity leave.

This is an exciting opportunity for a passionate practitioner to deliver high-quality Geography lessons across Key Stages 3 and 4. The successful candidate will be committed to fostering curiosity about the world, developing pupils understanding of physical and human geography, and promoting strong academic progress.

**Contract:** Fixed Term Contract (Maternity Cover)

**Start date:** June 2026

**Pay:** MPS-UPS. ECTs are welcome to apply

**Closing date:** 12 noon, Wednesday 22<sup>nd</sup> April 2026

**Interview date:** Friday 24<sup>th</sup> April 2026

### THE ROLE:

The Humanities department is a popular and successful component of St Mary's. The successful candidate will join a strong team and so this presents a wonderful opportunity for personal development alongside expert teachers. The department is located in an enviable suite of very well-equipped teaching rooms with a bookable ICT facility at hand. We are looking to appoint a strong practitioner who can make a strong contribution to the teaching of Geography. Experience of, or a willingness to teach, across the Humanities range is also desirable.

### WHAT WE OFFER:

- A caring, supportive and hard-working environment
- A supportive leadership structure
- A warm, friendly school, where children are at the heart of what we do
- A good team ethos, focused on customer service
- Experienced and knowledgeable staff
- Professional development opportunities
- The opportunity to collaborate with colleagues across the Archdiocese

### YOU WILL:

- Actively support the Catholic Ethos of the school
- Be thorough and pay attention to detail
- Be committed to our high expectations for every pupil in both academic achievement and personal development
- Demonstrate good oral and written communication skills
- Be committed to high standards of teaching and learning
- Be highly motivated, flexible, adaptable and able to use your initiative
- Have an excellent attendance record



We are a school community that continues to thrive and build on the successes of recent years. At St Mary's, we unashamedly set high standards and expect the very best of our pupils. In so doing, every child is given the opportunity to flourish and fulfil their God-given potential.

Our school has a calm and purposeful working environment, with a rich extra-curricular provision, allowing pupils the opportunity to excel. They are aided wonderfully by a staff body who are hard-working, caring and committed. In short, we are a community where all members are valued and respected.

The inspiration for all we do comes from our Catholic faith and is based on the Gospel values of love, honesty, respect and forgiveness. In so doing, we believe our Mission, which is to 'let your light shine', comes alive, allowing pupils to feel safe and have the confidence to develop their talents.

Our school mission extends, of course, to staff as well, and every opportunity is given to allow for professional development. The successful applicant will be working in a school that is both welcoming and supportive.

Applicants considering St Mary's are more than welcome to book an appointment and visit us at any time, we would be delighted for you to see the school in action.

Please note: St Mary's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

**In your letter of application**, please outline your philosophy of education, including details of how you ensure all pupils have the opportunities to realise their full potential in this subject.

We are ambitious and the successful candidate must be able to demonstrate a commitment to change as well as the ability to take risks in moving forward. With these points in mind this post represents a huge opportunity to influence the direction of this school in the short and long term.

A sense of vision, enthusiasm and energy will be looked for as well as the abilities needed to contribute to a spirit of teamwork. As a teacher, there must be a passion for, and commitment to, the teaching of Geography. The successful candidate will be expected to teach the full ability and age range including the preparation of senior classes for GCSE examination. The range of duties applying to all teachers at St Mary's is defined in the job description.

All staff are expected to make a positive contribution to the life of the school. There is a wide variety of extra-curricular activities and all staff are encouraged to become involved with this important aspect of school life. Candidates are asked to indicate particular interests and activities in their application.

A programme of professional and pastoral support is given to all new appointments. The appointment will be based on the **Catholic Education Service contract of employment** which will be offered to the successful candidate by the governors.

#### **WE WERE INSPECTED BY OFSTED IN JUNE 2025 AND THEY CONFIRMED THE SCHOOL CONTINUES TO BE GOOD. COMMENTS FROM THAT INSPECTION INCLUDE:**

- *'The school is ambitious for its pupils'*
- *'Pupils are proud to be part of this inclusive school'*
- *'Staff foster strong relationships with pupils'*
- *'[Pupils] enjoy coming to school because they appreciate being part of a close-knit and friendly community'*
- *'In lessons, pupils listen respectfully to their teachers and to each other'*
- *'Pupils dress smartly, maintaining the high standards of uniform required by the school'*
- *'Pupils benefit from an extensive range of enrichment opportunities that develop their skills and self-confidence'*
- *'Teachers are knowledgeable about their subjects'*
- *'Leaders [and] governors have played a significant role in ensuring that the school has sustained its performance since the last inspection'*

#### **THE PROCESS OF APPLICATION AND INTERVIEW**

Applicants must complete the CES application form together with a letter supporting your application. Your application should be addressed to the Headteacher, Mr Thompson, and returned to the Business Manager at [bursar@ismchs.com](mailto:bursar@ismchs.com). The school will acknowledge its receipt. We invite prospective candidates to visit us on a working day and experience the school ethos. Please call us if you wish to take advantage of this opportunity. Closing date for applications is mid-day on Wednesday 22<sup>nd</sup> April 2026 and interviews will take place on Friday 24<sup>th</sup> April 2026.

#### **AND FINALLY**

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. You should attach a covering letter of no more than two A4 sides to your application. Our mission is to appoint the best teacher available for the post.

**PHIL THOMPSON, HEADTEACHER**

# Job Description

## Teacher of Geography (Maternity Cover)

**Responsible to:**

Curriculum Leader for Humanities

**Responsible for:**

Not applicable

**Liaising with:**

Curriculum Leader and other colleagues in Department, relevant non-teaching support staff, LEA representatives, external agencies and parents.

**Working Time:**

Full-Time, In-Service Days; Directed time as detailed by Headteacher

**Target Teaching Load:**

44/50 (relevant reduction for ECTs).

The school works to two-week timetable, with 25 x 1-hour periods per week. At Key Stage 3, pupils' study 4 hours of Humanities per week (2 Geography and 2 History). Over Years 10 & 11 pupils have 5 hours (10%) for each options subject. Geography & History at KS3 and KS4, are very popular subjects - testimony to the high standard of teaching throughout.

In Year 7 pupils are placed into ability bands according to assessment information. Progress is regularly tracked and monitored through Arbor and the departmental database so that the ability band in which each pupil is placed continues to reflect his/her ability, progress and potential.

The department has a strong track record of high achievement in Geography at GCSE.

**Main responsibilities/Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support the designated subject area as appropriate
- To monitor and support the overall progress and development of pupils as a teacher/ Form Tutor
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of pupil attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

**Relating to School Mission Statement:**

- In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Teachers are expected to set a positive example to others in this respect.

**Operational/ Strategic Planning**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department

- To contribute to the Curriculum Area and department's development plan and its implementation
- To plan and prepare lessons in the short- and medium-term time frame
- To contribute to whole school planning activities

#### **Curriculum Provision:**

To assist the Curriculum Leader and the Deputy Headteacher, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

#### **Curriculum Development:**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.

#### **Staffing / Staff Development / Recruitment/ Deployment of Staff**

- To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Appraisal process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

#### **Quality Assurance:**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time-to-time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

#### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for attendance, assessments and registers
- To complete the relevant documentation to assist in the tracking of pupils
- To track pupil progress and use information to inform teaching and learning

#### **Communications:**

- To communicate effectively with the parents of pupils as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school

#### **Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

#### **Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Curriculum Leader and Deputy Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils

### **Duties related to Teaching & Learning**

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under the Appraisal process.

<https://www.gov.uk/government/publications/teachers-standards>

- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department

### **Duties relating to Pastoral /Other/Specifics:**

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.

### **Other Specific Duties:**

- To support the school in meeting its legal requirements for worship
- To continue personal development as agreed
- To engage actively in the Appraisal process
- To undertake any other duty as specified by STPCD not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

**This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

# Person Specification

## Teacher of Geography (Maternity Cover)

### Personal Specification:

The successful candidate will need to be able to articulate a clear vision for the teaching of Geography as well as the ability to make a contribution to whole school activities. The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

| <i>Selection Criteria</i>  | <b>Essential</b> | <b>Desirable</b> | A = Application<br>I = Interview<br>R = Reference |
|--|------------------|------------------|---|
| <b>Qualifications</b>  |                  |                  |   |
| Qualified Teacher Status   | ✓                |                  | A   |
| Recognised Degree or Equivalent  | ✓                |                  | A   |
| Evidence of appropriate continued personal and professional development  | ✓                |                  | A   |
| <b>Experience</b>  |                  |                  |   |
| <i>The successful candidate will have:</i>   |                  |                  |   |
| Teaching experience across the secondary phase   | ✓                |                  | A R   |
| Experience of teaching Geography in both Key Stages  |                  | ✓                | A I R   |
| An understanding of school improvement and the raising of standards to the highest level                           |                  | ✓                | A I R   |
| An understanding of the importance of preparation of candidates for public examination                             | ✓                |                  | A R   |
| <b>Leadership and Management skills</b>  |                  |                  |   |
| <i>The successful candidate will have proven ability employing a range of leadership styles in:</i>                |                  |                  |   |
| Relevant experience which would support an application to a teaching post within a Humanities Department           |                  | ✓                | A I R   |
| An understanding of the development of policies and procedures in Humanities                                       |                  | ✓                | A I   |
| <b>Communication skills</b>  |                  |                  |   |
| <i>The successful candidate will be able to:</i>   |                  |                  |   |
| Communicate effectively, orally and in writing to a range of audiences (pupils, parents, colleagues and governors) | ✓                |                  | A I R   |
| <b>Self-Management</b>   |                  |                  |   |
| <i>The successful candidate will be able to:</i>   |                  |                  |   |
| Work under pressure: meet deadlines  | ✓                |                  | A I R   |

| <b>Selection Criteria</b>  | <b>Essential</b> | <b>Desirable</b> | A = Application<br>I = Interview<br>R = Reference |
|--|------------------|------------------|---|
| Prioritise and manage their own time effectively   | ✓                |                  | A I   |
| Achieve challenging professional goals   | ✓                |                  | A I R   |
| <b>Knowledge and skills</b>  |                  |                  |   |
| Demonstrate Emotional Intelligence and Social Awareness  | ✓                |                  | I R   |
| Understand the use and application of ICT in a range of contexts   |                  | ✓                | A I   |
| The purposes of the Humanities curriculum & relationship to the whole school curriculum  | ✓                |                  | A I R   |
| An awareness of development planning and target setting  | ✓                |                  | A I   |
| <b>Personal Attributes and Professional Qualities</b>  |                  |                  |   |
| <b><i>The successful candidate must have and be able to demonstrate:</i></b>   |                  |                  |   |
| Personal impact and presence   | ✓                |                  | A I   |
| Adaptability to changing circumstances and new ideas and an ability to challenge the status quo  | ✓                |                  | A I   |
| High levels of motivation and a commitment to high standards   | ✓                |                  | A I R   |
| Analytical, creative and flexible thinking   | ✓                |                  | A I   |
| Reliability and integrity  | ✓                |                  | A I   |
| Self confidence  | ✓                |                  | I   |
| The ability to promote team values and encourage others to do the same   | ✓                |                  | A R   |
| <b>Commitment</b>  |                  |                  |   |
| <b><i>The successful candidate will have a commitment:</i></b>   |                  |                  |   |
| A willingness to support/uphold the Catholic ethos of the school. This would be evident in the positive contribution made to the prayer and worship life of the school | ✓                |                  | A I   |
| To equal opportunities   | ✓                |                  | A I   |
| To participating fully in the life of the school   | ✓                |                  | A I   |

### **Equal Opportunities**

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves unachievable, job redesign will be fully considered. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Safeguarding Commitment**

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.