



**St Edmund Arrowsmith**  
**Catholic High School**

*Prepare the way of the Lord*

**TEACHER OF GEOGRAPHY**

**CANDIDATE INFORMATION PACK**



Rookery Avenue,  
Ashton-in-Makerfield,  
Wigan, WN4 9PF  
Telephone: 01942 728651  
Email: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)  
Web: <http://www.arrowsmith.wigan.sch.uk>  
Headteacher: Mr. M. J. Dumican  
B.A. (Hons), PGCE, NPQH, MSc, MEd

October 2024

Dear Potential Colleague

Thank you for your interest in the vacancy for **Teacher of Geography (0.5 FTE)** (temporary up to 31 August 2024) at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert, **Monday 9 December 2024 at 9.00am.**

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

**M J DUMICAN**  
Headteacher



## JOB DESCRIPTION: TEACHER OF GEOGRAPHY

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.**

<b>JOB TITLE:</b>	Teacher of Geography
<b>ACCOUNTABLE TO:</b>	The Head of Humanities
<b>MAIN PURPOSE:</b>	To contribute to the work of the Humanities Department in maximising the achievement of all pupils
<b>SALARY/GRADE:</b>	MPS1 – UPS3

## MAIN DUTIES AND RESPONSIBILITIES:

### The Teacher of Geography will:

- Deliver engaging and motivating lessons to students across all Key Stages.
- Use the whole school behaviour policy in setting high standards and expectations for all pupils.
- Produce high quality resources and take part in the creation of new schemes of work.
- Identify and differentiate for groups of learners within your teaching groups.
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- Use ICT and other learning technology in the planning and delivery of lessons.
- Use the school's own ICT system to track progress through assessment and reporting within own teaching groups.
- Regularly mark and feedback to students in line with the department marking and feedback policy
- Take part in the whole school and department work scrutiny exercises.
- Engage in and contribute to the self-evaluation review processes within the department.
- Monitor the progression of all pupils in own teaching groups.
- Identify pupils at risk of underachievement in liaison with the HOD, Assistant Heads of Department and Post-Holder and then ensure that appropriate interventions are in place.
- Work as part of the team in supporting department members in spreading and sharing good practice.

- Attend and where appropriate contribute to departmental meetings and weekly briefing.
- Be willing to attend relevant courses/conferences that will stimulate and enhance the role of teacher of Geography and wider role within the school community.
- Uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

### **MAIN RESPONSIBILITIES:**

The specific nature and balance of these responsibilities will vary according to the needs of the Humanities Department. The teacher of Geography will be directed by the Head of Department to the necessary responsibilities depending upon the needs of the department.

#### **1. Teaching:**

- Provide an excellent environment and culture for learning in the classroom.
- Ensure own practice is of a high standard and continue to develop your professional skills and knowledge.
- To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy.
- To promote and inspire learners through planning which takes into account the needs and progress of all, creativity in the classroom, vocational support and Assessment for Learning.
- Actively seek student voice/feedback to raise standards.
- To involve the HLTA/TA in planning to provide high quality individual support with targeted intervention.
- To ensure Health and Safety standards are met and risk assessments carried out and recorded

#### **2. Achievement and Standards:**

- Continually assess pupil progress.
- To provide pupils and parents with high quality feedback in order to drive attainment
- To use available data including IEPs to plan, review and monitor progress of all pupils in order to promote rigorous improvement of attainment
- Promote equality of performance and achievement of all pupils and pupil groups.

#### **3. Other Specific Responsibilities:**

- To take on the role of form tutor.
- To carry out other professional duties in line with the teaching standards.
- To promote actively the school's corporate policies.
- To actively engage in the staff and school review and development process.
- To carry out other responsibilities as determined by the Headteacher, following negotiation.
- To participate in all school open evenings and other appropriate calendared events.
- To contribute to the school's wide and varied extra-curricular programme.

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This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.



## PERSON SPECIFICATION: TEACHER OF GEOGRAPHY

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

	<b>E/D</b>		<b>A</b>	<b>R</b>	<b>I</b>	<b>T</b>
<b>Qualifications</b>	<b>E</b>	Qualified Teacher Status Degree (or equivalent) in Geography / (or related subject)	√ √			
<b>Professional Development</b>	<b>E</b>	Evidence of involvement in recent Professional Development related to Teaching and Learning	√		√	
<b>Experience</b>	<b>D</b>	Recent successful teaching experience across the 11 – 16 age range	√		√	
<b>Knowledge</b>	<b>E</b>	Use of assessment and other data to inform improvement. Use of strategies to promote good pupil conduct. Innovative approach to teaching and learning strategies.	√ √ √	√	√ √ √	√ √
<b>Skills</b>	<b>D</b>	To have excellent organisational skills and use of systems. Familiarity with the use and application of a variety of ICT equipment and software Ability to demonstrate outstanding practice. To strive for excellence in all aspects of Teaching and Learning Ability to teach KS3/KS4 Geography Experience of teaching Children's Learning and Development	√  √ √ √		√ √ √ √ √	√  √ √ √
<b>Commitment</b>	<b>E</b>	Actively contribute to the school's and department's aims. Willingness to participate in whole school developments. Dedication to support pupils both within and beyond the classroom	√		√ √ √	
<b>Personal Qualities</b>	<b>D</b>	Ability to work under pressure. Energy, enthusiasm and flexibility. Determination to succeed. Sense of humour and positive outlook. Excellent interpersonal skills	√ √ √ √	√ √ √	√ √ √ √	√

**KEY:** E = Essential, D = Desirable, A = Application, R = Reference, I = Interview, T = Teaching Task

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

## What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk) and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

## The Interview Process

Deadline: Monday 9 December 2024 @ 9.00am  
Interview Date: To be confirmed  
Start Date: As soon as possible

### All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



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