



Dear Applicant

Thank you for showing an interest in the Head of Geography post at Portchester Community School.

We are seeking to appoint a dynamic and innovative teacher. The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. You will need to be an inspirational teacher with a 'can-do' attitude. If you match the description outlined above – then our great pupils would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



Head of Geography
Permanent, Full Time
Main Pay Range/Upper Pay Range £31,650 to £49,084 p.a. plus TLR2a of £3,391 p.a.
Post Start Date: September 2025

An exciting opportunity has arisen for an enthusiastic and inspirational teacher to join our Humanities team as a Head of Geography. The successful candidate will have a commitment to excellence, maintain the highest professional standards and place the child at the centre of everything they do. You will need to be an excellent classroom practitioner and have a track record of success.

We welcome applications from both current Heads of Geography as well as teachers who are looking to make the step up into middle leadership.

In return, we can offer:

A talented and highly motivated team of professionals at all levels.

Continuing professional development based on research and improving teaching & learning.

A school with a calm and considered environment.

A school that pupils, staff and the community feel proud of.

The role of the Head of Geography will include:

- Leading and supporting the rest of the team.
- Building on the work already done to take GCSE results forward to National Standards.
- Tracking and analysing data to maximise pupil progress.
- Monitoring the quality of teaching in Geography through observations, learning walks and book scrutiny, then sharing best practice and planning support.
- Network with local and County schools regarding new developments in the teaching of Geography.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's Safeguarding Policy.

We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

As a school, we aspire to provide the very best educational opportunities and outcomes for all our pupils.

Our talented staff are unstinting in providing a wealth of opportunities for pupils. They give generously of their time and energy both in and out of term time. Pupils quickly learn that hard-work and investment in learning provides great pleasure and reaps dividends in the future.

We strongly recommend coming to visit us if you are interested in applying for the position. If you require any further information, please email Y.Boxall@portchester.hants.sch.uk and Mrs Boxall will make the arrangements.

Our vision is to support every pupil to be a:

Successful Learner, Confident Individual, and Responsible Citizen.

The pupils and their families have bought into this vision and together we form a friendly and dedicated learning community.

Closing date for applications: Monday 12 May 2025

(Please send in your application as soon as possible and we will interview as and when we receive applications for this role).

An application pack is available to be download from our website at www.portchester.hants.sch.uk under the Vacancies section of 'About Us' tab or email recruitment@portchester.hants.sch.uk

Completed applications are to be returned via the email detailed below.

Email – recruitment@portchester.hants.sch.uk for the attention of R Carlyle – Headteacher.

Contact details:

Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD
Telephone – 02392 364399

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief and marriage and civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent.' The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to

monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

<p>Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.</p>
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Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Head of Geography	
Salary:	Main Pay Range/Upper Pay Range Salary: £31,650 to £49,084 p.a. plus TLR 2a (of £3,391 p.a.)
Contract Type:	Permanent, Full Time.
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	September 2025.
Terms and conditions:	
School statement:	This post is offered subject to the terms and conditions laid down in the School Teacher's Pay and Conditions Document 2024.
Equalities Statement:	
School statement:	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce. The Governing Body and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion, terms and conditions of employment, dismissal, and pay will be based on an objective and fair assessment of school requirements. The only personal characteristics which will be taken into account, will be those which are necessary for the requirements and proper performance of the work involved. There will be no generalised concepts or assumptions about the characteristics of groups.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to recruitment@portchester.hants.sch.uk by Monday 12 May 2025. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk</p>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	Fully completed application form.
2	Rehabilitation of Offenders Act declaration.
3	Online searches.
4	Right to work in the UK.
5	Disclosure and Barring Service check.
6	Employment history including explanation of any gaps.
7	Proof of academic and professional qualifications.
8	Occupational Health check.
9	Professional character references.
10	TRA check.

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.



Job Description –Head of Geography

Purpose:	<p>Factors (see below) a,b,c a,c</p> <p>b, c</p> <p>b b, c</p>	<ul style="list-style-type: none"> To provide strategic and subject leadership for Geography. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the subject area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. To provide high-quality leadership and management of the Geography Subject Area. Provide personal support to teachers and support staff in Geography . To develop and enhance the teaching practice of others. To monitor and support the overall progress and development of pupils as a manager within the subject area and as a Tutor.
Reporting to:		Leadership Team Line-manager
Responsible for:		The provision of a full learning experience and support for staff and pupils
Liaising with:		Assistant Headteacher (Teaching and Learning), teaching staff, relevant support staff, LEA representatives, external agencies and parents
Working time:		195 days per year. Full time
Salary/grade:		TLR 2a
MAIN (CORE) DUTIES		
Operational/ Strategic Planning	<p>b</p> <p>b</p> <p>a c c</p> <p>c</p> <p>a</p>	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within Geography . The day-to-day management, control and operation of Geography provision. To monitor and follow up pupil progress. To implement School Policies and Procedures. To lead colleagues in formulating aims and objectives for the subject area which have coherence and relevance to the needs of pupils and to the aims and objectives of the school. To manage the planning function of the subject area, and to ensure that the planning activities of Geography reflects the needs of the pupils and the aims and objectives of the school. To support the relevant manager in the application of ICT, the support of Gifted & Talented pupils and L.S. in Geography.
Curriculum Provision:	c	<ul style="list-style-type: none"> To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's priorities.

Curriculum Development:	c c c c	<ul style="list-style-type: none"> To ensure curriculum development which promotes high quality teaching and learning within Geography. To keep up to date with national developments in Geography and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels, and in particular Assessment for Learning. To maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment/ Deployment of Staff	b c b b	<ul style="list-style-type: none"> To work with Leadership Team line-manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To carry out performance reviews and to act as a team leader for staff within Geography. To promote teamwork and to motivate staff to ensure effective working relations. To ensure the effective efficient deployment of classroom support.
Quality Assurance:	c c a, b b, c b, c a, b, c	<ul style="list-style-type: none"> To ensure the effective operation of quality self-evaluation. To set targets within the subject area and to lead the Geography team in working towards their achievement. To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles within Geography. To contribute to the school procedures for lesson observation. To implement school quality procedures and to ensure adherence to those within the subject area. To seek/implement modification and improvement where required within the relevant subject area.
Management Information:	c a, c c c	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date Geography performance data. To analyse, evaluate and report on performance data. To produce and quality control reports within the reporting cycle. To manage exam entries within Geography.
Communications:	b c c	<ul style="list-style-type: none"> To ensure that all members of the subject area are familiar with its aims and objectives. To ensure effective communication/ as appropriate with the parents of pupils. To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
Marketing and Liaison:	c c c	<ul style="list-style-type: none"> To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases. To contribute to the development of effective subject links with partner schools and the community. Attend liaison events in partner schools and promote Geography at Open Days/Evenings and other events in partner schools and the wider community. To actively promote the development of effective subject links with external agencies.

Management of Resources:	c a, c	<ul style="list-style-type: none"> To identify resource needs and ensure the efficient /effective use of physical resources. To co-operate with other subject areas to ensure sharing and effective usage of resources to the benefit of the school and the pupils.
Pastoral System:	a, c a, c a, c a,c	<ul style="list-style-type: none"> To monitor and support the overall progress and development of pupils within the subject area. To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To contribute to PSHE, Geography and enterprise according to the school policy. To assist in the implementation of the Behaviour Management system in Geography so that effective learning can take place.
Teaching:		<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Safeguarding:		<ul style="list-style-type: none"> To be responsible for promoting and safeguarding the welfare of all children and young persons the postholder is responsible for and comes into contact with. To ensure that all school and county child protection and safeguarding policies are adhered to and concerns are raised in accordance with these policies.
Additional Duties:	a, c	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and pupils to follow this example.

Other Specific Duties:

- To update job descriptions.
- To ensure equality of access and opportunity within the subject area taking special account of special needs.
- To continue linking with outside agencies and industries.
- To organise outside liaison with our feeder schools.
- Contribute to the assembly programme.
- To contribute significantly to the Prevent Duty of the school.
- To ensure that once per term you meet with a focus group of pupils to seek their opinions on an aspect of teaching and learning.

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 line leader to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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.

Date: March 2025

TLR Factors

- Impact on educational progress beyond the teacher's assigned pupils
- Leading, developing and enhancing the teaching practice of others
- Having accountability for leading, managing and developing a subject or curriculum area or pupil development across the board
- Having line management responsibility for a significant number of people



Person Specification: Head of Geography

We will be using the following criteria during the selection and interview process

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good degree • Teaching qualification 	<ul style="list-style-type: none"> • Management qualification
Experience	<ul style="list-style-type: none"> • Evidence of successful teaching experience at all levels • Successful middle leadership experience 	<ul style="list-style-type: none"> • Experience of working in a high performing school
Leadership and Management	<ul style="list-style-type: none"> • Successful management of educational change • Evidence of commitment to continuous school improvement 	<ul style="list-style-type: none"> • Successful leadership of educational change
Knowledge	<ul style="list-style-type: none"> • Pupil target setting and use of assessment information • Detailed knowledge of school improvement strategies • Understanding of the personalised learning agenda • Understanding “Keeping Children Safe in Education 2024” 	<ul style="list-style-type: none"> • Understanding of the role of ICT in school improvement
Skills	<ul style="list-style-type: none"> • Excellent team working and interpersonal skills • Data management and analysis skills • Exemplary teaching skills • Ability to inspire, lead, manage and motivate • Ability to support teachers in evaluating their own practice • Ability to develop and manage appropriate and efficient systems • Ability to initiate and lead change 	<ul style="list-style-type: none"> • Excellent ICT skills
Personal Qualities	<ul style="list-style-type: none"> • Sense of humour and a positive outlook • Pupil focused commitment • Creativity and imagination with a willingness to challenge existing thinking • Ability to challenge the status quo whilst being sensitive when working with others • Ability to work under pressure; a determination to succeed • Prioritise and manage own time effectively 	



Dear Applicant

Equality Monitoring

Thank you for your interest in the Head of Geography vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Head of Geography

Manual Handling

The types of manual handling operation involved in this role are *objects*.

These manual handling operations are required on an *infrequent basis*.

The weights involved in these manual handling operations are *up to 6-10kg*.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role also involves working with children and young people with special needs including those with physical disabilities.

This role also has potential to involve *verbal abuse and/or aggression* and this is likely on an *infrequent basis*. The role is also likely to require behaviour management interventions for which the postholder will be trained

Work Equipment/Machinery

This role also involves working with computers

Driving

This role may require the postholder to drive *a mini bus/their own vehicle* for work purposes, on a *voluntary basis, following appropriate training if necessary*.

COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges* on an *occasional basis*.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

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