WOODBRIDGE SCHOOL

# Work with us

## HEAD OF GEOGRAPHY

APPLICATION PACK

# Head of Geography

## Full Time
## Permanent
## Salary Range - £48,039 to £51,797 FTE per annum

We are seeking to appoint an inspirational, enthusiastic and accomplished **Head of Geography** to lead our thriving Geography Department. The successful candidate will provide strategic leadership for the subject, ensuring the highest standards of teaching, learning and academic achievement across the School. A passion for Geography and the ability to teach throughout the Senior School, including A Level, are essential. You will be committed to fostering intellectual curiosity, encouraging pupils to develop a deeper understanding of the world around them and inspiring a lifelong interest in the subject.

As Head of Geography, you will teach across the full Geography curriculum and will have the expertise and confidence to teach both Human and especially Physical Geography to A level, together with experience of leading and overseeing the A level Non-Examined Assessment (NEA) component. You will lead and support colleagues in delivering a dynamic and engaging curriculum, promote excellence in academic outcomes and co-curricular provision, maintain high standards, and motivate pupils to fulfil their potential. This is an exciting opportunity to shape the future direction of Geography within a warm, nurturing and ambitious school community that values academic success, personal development and enrichment. Initiative, strong leadership skills and a commitment to providing an outstanding learning experience for all pupils will be key to success in the role.

For more information about the school and this opportunity, and to download an application pack, please visit: https://www.woodbridgeschool.org.uk/about/staff-vacancies/.

**Closing date:** 4 November 2026
**Interviews:** W/C 9 November 2026

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*

**JOB DESCRIPTION**

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| **Job Title:** Head of Geography | |
| **Department:** Geography | |
| **Hours:** Full Time | **Accountable to:** Assistant Head (Academic) |

**Job Purpose:**

As Head of Geography, you will be a passionate advocate for the subject, providing strategic leadership to ensure high standards of teaching, learning, and pupil achievement. You will lead and support colleagues within the department, promote excellence in Geography across the curriculum, and inspire students through engaging and challenging lessons up to and including A Level.

The successful candidate will combine strong subject knowledge with effective organisational and interpersonal skills. In addition to delivering excellent teaching and pastoral support, you will contribute to the School's co-curricular programme and play a full role in the life of our welcoming and ambitious school community.

**KEY RESPONSIBILITIES:**

**Teaching, Learning and Department Leadership**

- Lead the strategic development of Geography across the School, promoting high standards of teaching, learning, and academic achievement.
- Teach Geography across Years 7-13 at the Senior School, including up to and including A Level, delivering engaging and challenging lessons that meet the needs of all learners.
- Monitor pupil progress and attainment, using data effectively to support achievement and drive improvement.
- Lead curriculum planning, development, and review, ensuring schemes of work remain innovative, relevant, and inspiring.
- Support and develop colleagues within the department, sharing best practice and encouraging a culture of continuous improvement.
- Prepare students for internal and public examinations and oversee the Department's examination outcomes.
- Maintain up-to-date subject knowledge and promote the use of a variety of teaching and learning resources to enhance pupil engagement.

**Pastoral Care and Pupil Development**

- Foster a positive and inclusive learning environment in which pupils are encouraged to achieve their full potential.
- Undertake tutoring and pastoral responsibilities as required, supporting pupils' academic progress and personal development.
- Promote high standards of behaviour, attendance, and engagement in line with School policies.
- Maintain strong and positive relationships with pupils, parents, colleagues, and the wider School community.
- Demonstrate a thorough understanding of safeguarding responsibilities and contribute to the welfare and well-being of all pupils.

**Co-Curricular and Wider School Contribution**

- Lead and support Geography enrichment activities, including fieldwork, trips, competitions, and other co-curricular opportunities.
- Contribute fully to the wider life of the School, including Open Days, Parents' Evenings, School events, and staff meetings.
- Promote the value of Geography both within and beyond the classroom, encouraging participation, uptake of GCSE and A levels and enthusiasm for the subject.
- Participate in professional development and contribute to the ongoing development of teaching and learning across the School.
- Undertake any other reasonable duties commensurate with the responsibilities of the post.

*This job description is not exhaustive, and the post-holder will be expected to undertake any reasonable duties required to support the evolving needs of the School.*

**GENERAL RESPONSIBILITIES:**

**Health and Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

**Child Protection/Vulnerable adult's statement**

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure

compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

**Brand Values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

**PERSON SPECIFICATION**

| Education and Qualifications | Essential | Desirable |
|---|---|---|
| • Degree in Geography (or closely related subject) and PGCE/QTS; | ✓ | |
| • Evidence of recent CPD and professional development. | ✓ | |
| **Knowledge and Experience** | | |
| • Experience teaching Physical and Human Geography at KS3, GCSE and A level; | ✓ | |
| • Ability to teach Geography up to and including A level; | ✓ | |
| • Ability to leading and oversee A level Non-Examined Assessment (NEA) component | | |
| • Up-to-date knowledge of effective teaching and learning practices; | ✓ | |
| • Experience of raising student attainment and achievement; | ✓ | |
| • Experience leading a Geography department or significant leadership responsibility within a department. | | ✓ |
| **Skills and Attributes** | | |
| • Ability to work collaboratively with others to inspire, motivate and lead; | ✓ | |
| • Excellent organisational and administrative skills; | ✓ | |
| • Passion and expertise in the teaching of Geography; | ✓ | |
| • Strong communication and interpersonal skills; | ✓ | |
| • Ability to develop and support colleagues within the department. | ✓ | |
| **Safeguarding** | | |
| • Evidence of commitment to promoting the health, welfare and safeguarding of children. | ✓ | |
| **Personal Qualities** | | |
| • Inspirational and able to enthuse pupils about Geography; | ✓ | |
| • Aspirational and empathetic, with a belief in the potential of every pupil; | ✓ | |
| • Ability to build positive relationships with staff, pupils, parents/carers and governors; | ✓ | |
| • Collaborative and supportive team player; | ✓ | |

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| • Flexible, adaptable and resourceful; | ✓ | |
| • Innovative and committed to continual improvement; | ✓ | |
| • Committed to the wider life of the School, including co-curricular activities and fieldwork. | ✓ | |

# BENEFITS

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| **Pension** | The School offers access to either the Teachers' Pension Scheme (TPS) or the Aviva Pension Trust for Independent Schools (APTIS) Defined Contribution scheme.<br><br>The TPS remains one of the UK's leading pension arrangements for teachers, and participation in this is subject to a Total Pay and Benefits approach – further details of this can be provided on request. |
| **Sick Pay** | Occupational Sick Pay, subject to eligibility criteria. |
| **School Fees** | School fee remission may be available depending on individual circumstances and at the discretion of the Governors. |
| **Training** | Relevant training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period. |
| **Other Benefits** | • Free parking<br>• Complimentary lunch is available when the Dining Room is in operation<br>• Access to Employee Assistance Programme |

**INFORMATION FOR APPLICANTS**

In order to apply please complete the application form.

Application forms can be downloaded from the School's website https://www.woodbridgeschool.org.uk/about/vacancies/

Please apply preferably by email, stating "Head of Geography" in the title line to: recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "**Private and Confidential**" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*