



**Information for Applicants**

## **Head of Geography**

**Required for September 2025 / January 2026**



Battle Abbey School, High Street, Battle, East Sussex TN33 0AD

Tel: 01424 772385

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

For further information please contact Hannah Blake at [Headteacher@battleabbeyschool.com](mailto:Headteacher@battleabbeyschool.com)



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Dear Applicant,

Thank you for your interest in our exciting vacancy for a part-time Head of Geography. We are looking for someone who can join us for up to three days a week, however we are open to discussing full-time if the candidate can offer other qualifications or subject teaching, especially at Sixth Form.

Battle Abbey School is an all-through school for children from 3 months to 18 years of age. We are an independent, co-educational day and boarding school in East Sussex and have the privilege of the Senior School being based at the English Heritage site of Battle Abbey and the Preparatory School being close to the beautiful Bexhill coastline. This allows us to provide a wealth of educational opportunities steeped in history and quintessential English countryside blended with the needs of 21st century learning, literacy and life skills.

Our size creates a caring and supportive family environment, in which a strong community of both pupils and staff focus on the importance, wellbeing, and potential of each individual child. Embracing continuous improvement, it provides high quality pastoral care and sensitive discipline, allowing excellent academic outcomes. Located in a unique historical setting, the School's rich past and many of its traditions are based on Christian values but importantly, the School welcomes students from all faiths and none. The Governors regard the safeguarding of children as paramount in the school and work to ensure that this is reflected in all elements of school life.

We are a mixed-ability school that embraces diversity and inclusive teaching for learning strategies for the success of all in our community. We are very proud of our pupils many and varied achievements and their wellbeing, along with our staff wellbeing, is very important to us. The successful candidate must therefore support the School's ethos and become an active, caring and valuable member of our community.

We are looking for an excellent teacher and Head of Department for September 2025 or January 2026. The successful candidate will enjoy teaching mixed-ability classes and have the ability to teach across the key stages. They will be required to lead on the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching for learning strategies in the department.

All staff take part in our timetabled societies lesson and lunchtime and after-school clubs. Therefore, the ability to offer something to contribute to our supra-curricular or extra-curricular provision would be an advantage, particularly of a creative nature, or an activity involving public speaking. There are also numerous opportunities to get involved with our Preparatory School, Boarding and House system as well.

Battle Abbey School has gone from strength to strength in recent years and we are in an exciting phase of our development where we are expanding our teaching and learning facilities, our curriculum and our professional development opportunities for staff. Our staff team is highly skilled and brings a wealth of experience and expertise with the aim that every child is encouraged, enabled and empowered to succeed in whatever field and endeavours they may choose. I hope this information will help you in your decision to apply for this new post but if you have any questions, please contact the HR Manager, Mrs Alison Ambrose, on 01424 772385 or via email at [headteacher@battleabbeyschool.com](mailto:headteacher@battleabbeyschool.com). I look forward to receiving your application.

Yours sincerely,

Hannah Blake



## THE GEOGRAPHY DEPARTMENT

The Geography Department at Battle Abbey School is a vibrant and thriving part of our academic community. We follow the Cambridge International syllabus at both GCSE and A Level, offering students a globally recognised and rigorous curriculum.

Many of our pupils transition from Battle Abbey Preparatory School, and we maintain strong collaborative links with the Humanities team there. In Year 9, our cohort expands to include students from a range of local preparatory and state schools, enriching our classroom with diverse perspectives. As a boarding school, we welcome students from across the globe—some for a single term, others from Year 7 through to Year 13.

Geography is a popular subject at GCSE, and we are now seeking an enthusiastic and forward-thinking teacher to help grow A Level uptake. The department offers a wide range of field trips, both locally and internationally, to bring learning to life beyond the classroom.

Our commitment to sustainability is reflected in our active Eco Club, which recently earned a distinction in the Eco-Schools Green Flag Award. Students also participate in a variety of environmental and community projects in the local area.

This is an exciting opportunity to join a supportive and ambitious department in a unique and historic school setting.

### JOB DESCRIPTION

#### Key Responsibilities

##### Leadership and Management

- Provide strategic leadership and direction for the Geography Department, ensuring high standards of teaching, learning, and academic achievement.
- Lead departmental planning, including curriculum development, schemes of work, and assessment strategies aligned with the Cambridge International syllabus.
- Monitor and evaluate teaching and learning within the department, supporting continuous improvement and innovation.
- Line manage and support the KS3 co-ordinator and any departmental staff, including mentoring early-career teachers or trainees.
- Manage departmental resources and budget effectively, including textbooks, digital tools, and fieldwork equipment.

##### Teaching and Learning

- Teach Geography across Key Stages 3–5, including GCSE and A Level, delivering engaging and challenging lessons that cater to a range of abilities.
- Use a variety of teaching methods and technologies to enhance student learning and promote independent thinking.
- Track and assess student progress, providing timely feedback and interventions where necessary.
- Foster a positive learning environment that encourages curiosity, critical thinking, and a global perspective.

##### Curriculum and Enrichment

- Promote the uptake of Geography at A Level through engaging teaching and subject promotion.
- Organise and lead a range of field trips and enrichment activities, both locally and internationally, to support experiential learning.



- Collaborate with the Humanities team at Battle Abbey Preparatory School to ensure curriculum continuity and progression.
- Support the school's sustainability initiatives, including student-led projects and the Eco Club.

#### **Working with Parents**

- Build strong, positive relationships with parents and guardians, keeping them informed of student progress and departmental developments.
- Attend and contribute to parent-teacher evenings, open days, and school events.
- Communicate effectively and sensitively with parents regarding academic performance, behaviour, and pastoral matters.
- Encourage parental engagement in fieldwork opportunities, sustainability initiatives, and wider school life where appropriate.

#### **Wider School Contribution**

- Contribute to the pastoral life of the school, including form tutoring and involvement in boarding life.
- Participate in school events, open days, and parent evenings.
- Undertake an appropriate share of the collective staff responsibility to cover for absent colleagues when required.
- Attend INSET and engage in ongoing professional development and contribute to whole-school initiatives and working groups.

The job description is not intended as an exhaustive list of all the duties that the postholder is expected to perform, and this document is subject to annual review as part of the appraisal function.

## PERSON SPECIFICATION

Attribute	Essential	Desirable
Qualifications	Good honours degree in Geography, or a relevant subject area(s) Teaching qualification	A good track record of recent, relevant professional development
Experience	Proven track record of outstanding classroom teaching and delivering excellent outcomes for students across a range of abilities and key stages. Demonstrated leadership experience, either as a current Head of Department or in a significant departmental role (e.g., Second in Department, Key Stage Lead). Strong understanding of curriculum development, assessment, and pedagogy. Ability to analyse and use data effectively to drive progress, set targets, and identify areas for improvement. Excellent communication and interpersonal skills, with the ability to inspire and support both staff and students. Proven ability to lead and manage a team, including performance management, professional development, and fostering a collaborative and ambitious departmental culture. Experience of teaching extra-curricular and supra-curricular classes.	Experience contributing to whole-school initiatives or working with other departments on cross-curricular projects. Experience of successfully mentoring or coaching colleagues. Up-to-date knowledge of national developments and the ability to implement best practice. Experience with or understanding of successful intervention strategies for student achievement. Experience of working with relevant examination boards.
Skills and Knowledge	Ability to use range of teaching strategies including adaptive teaching to support mixed-ability classes Excellent written communication, oral, IT skills Good time-management and organisational skills Knowledge of examination boards qualifications. The ability to work successfully within departmental and pastoral teams.	Knowledge of working with Examination Officer on qualification entries and results
Personal competencies	A strategic thinker with a clear vision for the future. A commitment to continuous professional development – both personal and for the team. High expectations of self, colleagues, and students. Resilient, reflective, and solutions-focused in approach. Passionate about education and making a positive difference in young people's lives. Interest in current educational initiatives Willingness to participate actively in the wider school community. An effective leader who can form positive relationships with colleagues in different roles across the School.	Be positive about innovation and change  Sense of humour  Personal impact and presence
Interests	A willingness to contribute in a boarding school setting. Potential to offer something extra to the School and its pupils that will enhance the pupils' learning and life experience.	Evidence of involvement in extra-curricular activities



## REMUNERATION AND BENEFITS PACKAGE

Battle Abbey School has its own salary scale. Experience and qualifications are considered when setting starting salaries. The School offers a generous defined contribution APTIS pension scheme for staff. All staff benefit from a staff discount on basic tuition fees of 50% for full-time staff, pro-rata for part time staff, and qualify for this benefit immediately.

Other Staff benefits include:

- Lunch throughout term time and tea and coffee available throughout the day. Meals are provided for staff who are required to work in the evening for school events or boarding activities.
- Free on-site parking is provided.
- CPD is encouraged and the school has current membership of the Society of Heads, PiXL and other academic, pastoral and safeguarding agencies that offer training and support. PGCE placements are offered through various universities, and current staff are able to complete these and QTS programmes as part of their own career development.
- Staff have agreed access to the swimming pool and gym.

## APPLICATION FORM AND KEY DATES

- Closing date for receipt of applications: Thursday 12<sup>th</sup> June 2025 at 9am
- Interviews for shortlisted candidates: Week beginning Monday 16<sup>th</sup> June 2025

Applications must be made on the attached application form and should be emailed, together with a short covering letter, to Mrs Hannah Blake (Headteacher) at [headteacher@battleabbeyschool.com](mailto:headteacher@battleabbeyschool.com).

Should you wish to discuss any aspect of your application or require any further information, please do not hesitate to contact the school via [headteacher@battleabbeyschool.com](mailto:headteacher@battleabbeyschool.com).