



# CASTLE COURT SCHOOL

**Head of Geography**

# Welcome from the Head

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court, they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Bacculaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school: over the summer of 2024, we completed the building of an outdoor classroom adjoining our 10 acres of woods as we want to continue to invest in our beautiful rural site. This year, we have also introduced a new Character and Values Education (CAVE) programme, which focuses on the themes of self-care, people-care and earth-care. This enhances our curriculum by providing a broader range of co-curricular opportunities to develop key life skills, community action, outdoor learning and pupil leadership.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.



**Mrs Katie Johnson**  
Head



# An Introduction to Castle Court

## OUR VALUES

We are a Christian Community who have a whole school spiritual assembly on a Monday. Day to day we live out our 7Cs values of being: Compassionate, Curious, Creative, Courteous, Courageous, Committed and Collaborative. In our Friday Awards Assembly, Form Tutors give Head's Awards to children who have demonstrated one of these 7Cs values during the week.

## OUR CURRICULUM

The Pre-Senior Baccalaureate, through the Learning Skills Trust, is the foundation of our curriculum, with the key strands of Thinking and Learning, Independence, Leadership, Communication, Collaboration, Reviewing and Improving running from the Pre-Prep through to Year 8. We believe in a knowledge-rich curriculum, but one that also provides children with key skills for life. We are recognised as a leading PSB school nationally and a beacon for other schools. Having embedded the PSB curriculum, last year we received an outstanding audit which will propel us further in the future.

We are a very forward-thinking school; we have implemented a new Character and Values Education (CAVE) to ensure that our pupils are prepared for an ever-changing future world. As part of this, we have further enhanced our co-curricular offering, including our Leadership and Activities Week programme.



# An Introduction to Castle Court

## ABOUT US

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation. Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s the school became co-educational and has steadily grown in size: today we have around 280 pupils, aged from 2 to 13.

The setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck.

The school has an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see our website [www.castlecourt.com](http://www.castlecourt.com) for evidence!

For administrative purposes it is divided into the **Nursery** (Badger Cubs and Badgers), **Pre-Prep** (Reception to Year 2) and **Prep School** (Years 3 to 8).

The Leadership Team comprises the Head, Bursar, Head of Marketing and Admissions, Assistant Head – Operations, Assistant Head – Pastoral, the Director of Teaching and Learning, and the Head of Character and Values Education (CAVE). The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3 & 4, Years 5 & 6 and Years 7 & 8.

## OUR AIMS

- The child's learning and well-being are at the heart of all that we do.
- The educational experience is knowledge-rich, rigorous and well-balanced and where academic expectations are continually exceeded.
- Each child is nurtured through outstanding pastoral care so they can flourish inside and outside the classroom.
- Each child is provided with a strong foundation and compass for life – prepared with the skills needed for future success in a global world.



# The Opportunity

## POSITION DETAILS:

We are looking to appoint an energetic, enthusiastic and inspiring part-time **Head of Geography** who will continue to promote high academic standards in this subject. The successful candidate will develop pupils' knowledge and skills in Geography across Key stages 2 and 3, as well as promoting the PSB core skills of Thinking and Learning, Reviewing and Improving, Communication, Collaboration, Leadership and Independence.

This role may also involve being a **tutor**.

The ability to teach other subjects, particularly Maths or English would be an advantage, as would a willingness to contribute to our outdoor learning and co-curricular programmes.

**This position is available from September 2025.**

There can be some flexibility for the right candidate as to days worked; we will be happy to discuss this with you at interview.

We have our own salary scale for teaching staff; salaries are commensurate with experience.



# Job Description

## HEAD OF GEOGRAPHY:

- To develop and deliver an engaging, meaningful and differentiated **Geography curriculum** to inspire all learners with **PSB skills** embedded throughout.
- To ensure that **Quality First Teaching** is embedded throughout the department and meets the needs of all learners.
- To monitor, evaluate and develop the **curriculum, teaching, assessment and reporting** within the Geography department.
- To review **curriculum planning** to ensure that there is **progression** between key stages, with **high standards** and challenge for all.
- To ensure that **MTPs and resources** are regularly updated to create a vibrant and engaging Geography curriculum.
- To plan, prepare and deliver **engaging and purposeful lessons** which inspire pupils.
- To monitor the **progress of pupils** within the department at individual and group level and ensure that appropriate targets are set.
- To ensure that **feedback** is given in-line with the school's feedback policy and helps pupils to understand and act on the next steps needed.
- To ensure that pupils attempting **academic scholarships** are appropriately prepared for these exams.
- To liaise closely with the school's SENDCO to ensure that the needs of **SEND pupils** are met.
- To use **ICT** creatively to engage learners and provide different ways for them to demonstrate their understanding.
- To develop pupils' enthusiasm and love for the subject by contributing to **enrichment opportunities** for example, educational visits, field trips and extra-curricular activities.
- To have responsibility for the **administration and finance** of the department by writing, reviewing and updating departmental policy documents, writing annual development plans and budget requests, and managing departmental spending within the allocated budget.

## PASTORAL RESPONSIBILITIES

- To establish a **positive and nurturing learning environment** for all pupils.
- To maintain high standards and expectations in terms of **pupils' behaviour**, ensuring that any incidences of poor behaviour are dealt with promptly in-line with the school's Behaviour and Discipline policy.
- To promote **effective relationships** with pupils and parents.
- To maintain positive links with parents through **regular and proactive communication**.
- To carry out the **duties of a tutor (if appropriate)** including holding regular one-to-one conversations with tutees and ensuring that registration and tutor time is meaningful and purposeful.
- Be responsible for promoting and **safeguarding** the welfare of children and young people within the school, raising any concerns following school procedures.

## ADDITIONAL RESPONSIBILITIES & PROFESSIONAL DUTIES

- To support and promote the school's aims.
- Abide by the school's Code of Conduct for staff.
- Carry out break duties and other duties as necessary.
- Participate in relevant meetings/ professional development opportunities.
- To attend INSET, parents' evenings, open days and any other meeting/event as required by the Head.
- To contribute to the extra-curricular life of the school.

# Person Specification

## ESSENTIAL QUALITIES AND CHARACTERISTICS

We are seeking to appoint a colleague who...

- Is a graduate with a good degree.
- Holds a recognised teaching qualification.
- Has excellent subject knowledge.
- Is a strong, dynamic and inspirational teacher.
- Is adaptable, flexible, and IT literate.
- Has experience of teaching Geography at KS3.
- Has effective organisation and time management skills.
- Is willing to participate in the wider life of the school.
- Has experience of leading fieldwork outside of the school site and in a variety of locations.
- Has an understanding of risk assessments and trip protocols.

## DESIRABLE QUALITIES

- Experience of preparing pupils for academic scholarship exams including Winchester Election.
- Experience of teaching KS2.
- Experience of having some level of responsibility within a department or school.
- The ability to teach other subjects, particularly English or Maths.
- Willingness to take part in the school's outdoor learning programme.
- PSB School experience / Learning Skills Trust knowledge.

## CONDUCT

- Abide by the school's Code of Conduct for staff.
- Maintain positive relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model to others and demonstrate consistently the positive attitudes, values and behaviour, which are expected of the pupils.
- Have high expectations of behaviours, promoting self-control and independence of all learners.
- Be reflective and willing to learn
- Carry out break duties and other duties as necessary.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school procedures
- Participate in any relevant meetings/ professional development opportunities at the school.
- Notwithstanding all the above, the nature of this Prep School environment will require a far-ranging involvement and the above job description should not be taken as exhaustive and will be reviewed annually.

## ESSENTIAL QUALITIES AND CHARACTERISTICS: TEAM WORK

- Ability to work effectively as part of a team and maintain positive relationships with staff, pupils, parents and outside agencies.
- Ability to lead a team and empower others.
- Display excellent interpersonal skills including the ability to see things from other people's perspective, being understanding and sensitive to the needs of others, showing fairness and consistency in approach and being approachable.
- To draw on the strengths of others and to adapt your approach to get the best out of the team.
- Willingness to have difficult conversations and challenge others where appropriate.

# How to Apply

## APPLICATION

If you wish to apply, please complete the application form available on our website and send it to Katie Johnson, Head, via email to [hmsec@castlecourt.com](mailto:hmsec@castlecourt.com).

**Candidates are asked not to send CVs.**

**Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted.**

**The school will conduct online searches of shortlisted candidates.** This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if or when findings are relevant or of concern.

*In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.*

**CLOSING DATE: Sunday 23 March at noon**

**INTERVIEW DATE: Wednesday 26 March**

Please note that shortlisted candidates will be given a tour of the school as part of the interview process. We are unable to provide pre-interview tours.

For more information about the school, please visit our website: [www.castlecourt.com](http://www.castlecourt.com).