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Recruitment Pack

# **Teacher of Geography (Maternity Cover to Sept 24)**

**Full Time or Part Time 0.8 considered**

September 2023



**Wallington**  
**High School** *For Girls*  
HEIRS OF THE PAST, MAKERS OF THE FUTURE

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# WELCOME FROM THE HEADTEACHER

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Dear Colleague,

Thank you for your interest in the position of Teacher of Geography at Wallington High School for Girls – a truly exceptional school with a reputation for academic excellence, the very best pastoral care, guidance and support as well as superb extra-curricular provision.

WHSG is an inclusive, happy and caring learning community that is ambitious for all of its students, seeking to ensure that they are challenged to make the very best of their abilities and to achieve success in all they do. All the staff, both teaching and support, play an integral role in achieving this.

The school is also part of the Girls' Learning Trust (GLT) which aims to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures. A feature of our trust is that schools have a tangible sense of their own special identity and staff are shapers of their school's character and ethos.

If you have the energy, passion and integrity to bring to this role, you can look forward to Working with a highly qualified, skilled and committed staff team who work extremely hard for their students, and who are proud to teach at Wallington High School for Girls.

But most importantly, you will have the pleasure of working with the most inspiring students – the very best ambassadors and advocates for their school.

I hope you will want to learn more about the school and the GLT by visiting our websites at [www.wallingtongirls.sutton.sch.uk](http://www.wallingtongirls.sutton.sch.uk) and [www.girlslearningtrust.org](http://www.girlslearningtrust.org) and that you are motivated to join our team and take Wallington High School for Girls to the next stage of its development.

Yours sincerely

**Mrs T O'Brien**  
Headteacher







## OUR TRUST

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### **What is a Multi Academy Trust?**

Multi-Academy Trusts (MATs) are where more than two schools have joined to form one organisation, governed by one Trust board. Our MAT is both a registered (exempt) charity and a company limited by guarantee, and since we operate within the state sector, we are regulated by the Education and Skills Funding Agency (ESFA). We receive our funding direct from the government on per pupil basis, and we also generate some income through various additional activities (including targeted capital funding bids, and out of hours lettings), which we invest directly into our educational activities.

### **What makes Multi Academy Trusts different?**

The original academies programme started in 2010 and was intended initially to provide an alternative governance model for schools. Since this process started, many schools have now identified the significant benefits associated with forming partnerships with other schools – enabling cost savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By 'clubbing together', our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

### **What is the history of the Girls' Learning Trust?**

In 2015, Nonsuch High School for Girls formed a multi-academy trust with Wallington High School for Girls, the Nonsuch & Wallington Education Trust. In 2018, the company changed its name to Girls' Learning Trust (GLT) and later that year Carshalton High School for Girls joined the MAT.

Our schools share many characteristics and are held in high regard by the local community. They are high performing and deliver a broad, balanced and challenging curriculum setting high expectations. Students benefit from being taught by well-qualified, dedicated and committed staff who are experts in girls' education. The Trust benefits from the expertise within an executive support staff team that provides shared services for schools, including Finance, Estates, IT, Procurement, Capital Development Projects, HR, Governance, Audit and Risk. This core team of professionals ensure consistent methods of operation, strong quality assurance and best value across the Trust.

Relationships in the Trust, between staff and students or between colleagues, are built on mutual trust and respect. These relationships drive school improvement and contribute to the wellbeing of everyone. Visitors often comment on the high levels of motivation and positive behaviour of the students, the commitment and professionalism of the staff and the well-equipped school buildings. Strong academic performance is complemented by highly effective pastoral care. We believe in offering a broad experience that goes well beyond the academic, and girls are encouraged to develop their confidence, independence and resilience across a wide range of enrichment and extra-curricular activities.

### **What makes the Girls' Learning Trust special?**

While we work across the Trust to support school performance and ensure value for public money, we believe in allowing our schools autonomy in developing approaches to pedagogy and the curriculum that will deliver the very best outcomes for their students. Nevertheless, our shared values and the many opportunities we have for collaboration across our schools mean that we learn lots from each other and that we remain outward-focussed.

### **What is it like working at the Girls' Learning Trust?**

All of our staff are located at offices in one of our schools, ensuring our shared services gain an understanding of the challenges and opportunities that face our pupils, teachers and school leaders. The environment is fun, fast paced and collegiate. Colleagues join us from all different walks of life and for a host of different reasons. But the one thing that we all share is a passion for education and a desire to make sure young people get the best education possible.

There are some common features to working in any role at the GLT:

- A passionate and dedicated staff team who believe in the transformative power of education and take pride in the positive impact their roles have both inside and outside of the classroom.
- A team of problem solvers who constantly figure out ways to help pupils achieve better outcomes, tackling challenges both big and small together.
- A fun and empathetic environment: staff who support and take care of each other, bringing a sense of humour to the workplace.
- A commitment to professional development: we are proud of our culture of promoting GLT staff within and across our trust and have an excellent record of developing outstanding staff and preparing them for senior leadership.
- A commitment to safeguarding and wellbeing: we operate a rigorous recruitment procedure that includes DBS, medical screening and confirmation of qualifications. And we are committed to ensuring this remains our top priority.

# OUR SCHOOL

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Wallington High School for Girls (WHSG) is a selective academy for approximately 1500 girls aged between 11 and 18. The school first opened in 1888 and moved to its present site in 1965. The school is heavily over-subscribed with more than 2000 applications each year for the 210 places in Year 7. Our sixth form has expanded over recent years and although our retention rate is very high, many external students also apply and gain places into our sixth form. We are a multicultural community with an increasing percentage of minority ethnic groups. Over 47 different first languages are spoken and this brings a rich diversity to our school.

Our students achieve at the highest level academically. In 2022, 91% of our GCSE entries were awarded 9/7 grades. At A level, 65% of our entries were awarded A\*/A grades putting us in the top 25% of the county when it comes to progress at KS5. The vast majority of our students move from WHSG into higher education. Seventeen 17 students gained places at Oxford or Cambridge in 2022, with over 70% gaining places at Russell Group universities or medical schools. Our students are highly able, motivated and a delight to teach. Students enjoy positive and co-operative relationships with staff and it is very rare if an external visitor to the school does not comment on the high calibre of the students.

We are particularly proud of our strong pastoral system and girls enjoy a comprehensive programme of PSHCE throughout their time at school. This is taught by form tutors and ensures that strong relationships can be built and maintained. Form tutors remain with their group from year 7-11 or in 12 and 13 and this further fosters this relationship. We encourage our students to be active and responsible citizens through a variety of charitable and community activities. The school operates a very successful House system, led by student House Leaders, which encourages integration between the year groups and provides leadership opportunities for students. Similarly, a strong Head Girl and Senior Prefect team and School Council ensure that the student body has a voice within the school and that younger students are supported. We have an extensive student mentoring and tutor programmes and many of our KS5 students help local primary schools with a range of outreach activities.

Outside of the classroom we are fortunate in having staff who provide a wide range of extra-curricular opportunities for students, which is central to our ethos. Sport plays an important part in the life of the school and we are successful at national and regional level in a number of sports including. Similarly, we have many opportunities for students to showcase and develop their talents in Music, Dance, Drama and the Arts, including an annual school production and gym and dance showcase. We enjoy a successful Combined Cadet Force (CCF) partnership with Wilson's School, involving over 50 of our students and an equally successful Duke of Edinburgh scheme, involving 250 students. Our commitment to this ethos is reflected in our curriculum provision where a number of enrichment days are set aside, the timetable suspended, and students take part in a number of activities and events that allow them to develop and prepare for life beyond the school.

## **The Sixth Form**

We are proud of our thriving and ever growing Sixth Form that has an excellent academic reputation and provides first class guidance and support so that students enjoy a positive and successful post-16 experience and leave us well prepared for life beyond school.

With over 500 students in the Sixth Form, we offer an extensive choice of A Levels taught in excellent facilities by subject experts. 87% of our students chose to stay with us for Sixth Form in 2022 and we also warmly welcome a large number of external applicants who meet our entry requirements.

In addition to A Levels, all students in Year 12 will take an elective intended to develop their communication skills and build their cultural capital. There are a number of options available, including the Extended Project Qualification (EPQ) which develops skills of analysis and independent research, vital for success in undergraduate study. Students follow a wellbeing programme, including PSHCE and Physical Education provisions.

WHSG Sixth Formers continue their education at some of the most prestigious universities in Britain and abroad. To support our students in achieving this, we run an extensive Higher Education programme that



includes Oxbridge preparation as well as clear guidance on 'informed choices', Russell Group Universities and the UCAS process as well information about other pathways they may suit some of our students

However, our Sixth Form is about so much more than excellence in academia and we offer a wealth of leadership and extra-curricular opportunities. The prefect team are an integral and highly valued part of the Sixth Form. Lead by our two Head Girls they are a dynamic team who coordinate a large amount of activities giving them brilliant leadership opportunities. In addition, Our Sports Leaders run clubs and undertake outreach work with local primary schools. Furthermore, it is Sixth Form students who run some of our most successful clubs and societies, including those that build upon our EDI commitment to school life. All students are actively involved in our local community as part of our volunteering programme, this includes working in charity shops, visiting nursing homes and working in local primary schools.

### **Curriculum**

We run a three-year KS3, although students begin their GCSE courses in Science in Year 9 allowing them all to do 3 separate sciences at GCSE. Our KS3 students, study two modern foreign languages alongside the other national curriculum subjects. At KS4, students study for ten GCSEs, which includes a Language option and a Humanities option. In the sixth form most students study 3 A Levels, with the most able being given the opportunity to study 4. This is supplemented with the range of opportunities detailed above.



# OUR LEADERSHIP TEAM

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The Senior Leadership Team consists of one Deputy Head, four Assistant Heads and five Directors of Faculty, who work closely & supportively to plan for the future development of our highly successful school. Collaborative & open working practices ensure coherence and clarity in the leadership & management of WHSG. The Local Governing Body is a strong & supportive team with considerable professional expertise.

## **Tracey O'Brien (Headteacher)**

Tracey started as the Headteacher of WHSG in Sept 2023. Since reading Geography at The London School of Economics, Tracey has always worked in schools. She has been a school leader for 15 years and through this time, in various roles, she has been responsible for the full range of leadership activities including improving teaching & learning, delivering high-quality CPD, planning school self-review and evaluation and leading on behaviour and inclusion at different times. She has worked for London Challenge supporting other schools and has set up and became the Director of one of the early National Teaching Schools. Tracey has written leadership courses for middle and senior leaders, delivered teaching programmes as an AST and was awarded one of the few London Commissioner Teacher roles. Tracey has published two school leadership books and has is passionate about teacher and staff development.

## **Catherine Godyn (Deputy Headteacher)**

Catherine joined WHSG in 2010 as a Mathematics NQT, having graduated from Southampton University with a degree in Mathematics. Over the years she has taken on a number of roles, including Head of Year, Enrichment & Visits Coordinator, Director of Sixth Form and now Deputy Headteacher. Her background in both pastoral and strategic leadership has given her an insight into many different aspects of school life. With a young daughter, Catherine is a supporter of girls' & womens' rights, especially in education and the workplace. Coming from a performing arts background, Catherine is particularly passionate about the important role a broad and balanced curriculum plays in the development of well-rounded students.

## **Jon Donnelly (Assistant Headteacher - Curriculum and Standards)**

Jon joined as an NQT in 2010 as a member of our Department of Theology and Philosophy. After his first year he became Head of Dept, then Director of Humanities, and eventually in 2019 Assistant Headteacher responsible for teaching & learning. A common theme throughout Jon's career is his passion for all things teaching & learning and CPD. He is constantly reading books about education and has used his knowledge to promote evidence-informed practice throughout the school. Jon is a firm believer that more is not necessarily better, and a healthy work life balance is an essential feature of any outstanding education.

## **Jamie Parkinson (Assistant Headteacher - Co-Curricular and Academic Support)**

Jamie joined in 2013 from Wilson's School, having been a Head of Year. He joined as Head of Biology before becoming Director of Science and later an Assistant Headteacher, in 2020. Jamie is the Careers Leader at WHSG and has leads on Pupil Premium, PSHCE & Primary Outreach. He is a Senior Examiner for Pearson & the Vice Chair of Governors at a Primary School. Outside of school, Jamie is President of Old Wilsonians Football Club & as well as sports, he enjoys reading & spending time with his young family.

## **Melissa Gough (Assistant Headteacher - Pastoral Care and Student Support)**

Melissa joined WHSG in 2022 as Assistant Headteacher, prior to this she worked for a large Multi-Academy Trust in North London as an Assistant Principal. Melissa has worked in education for over a decade, across all Key Stages, as well as in Higher Education as a lecturer at the Royal Academy of Dance. Melissa believes it is important to develop an inclusive, happy and caring learning environment where all students are challenged to achieve their best.

## **Sam Collins (Acting Assistant Headteacher - Director of Sixth Form)**

Sam joined the school as an NQT in 2010 with a passion for developing sport in girls' education. An experienced Netball player and performing arts background has seen Sam involved in an array of extracurricular both in the PE department and whole school, supporting with school productions and dance shows. Sam has been fortunate enough to run a whole host of inspiring enrichment opportunities as both Director of Sport and within her role as EVC. Netball tours to Barbados, skiing in Europe & America are highlights so far. Sam is a passionate leader and balances her current role with being a mum to 2 very sporty and busy children.



# OUR DEPARTMENT

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We would like to welcome you to the Geography Department where we have a real passion for our subject. We aim to pass on our enthusiasm for Geography to the students through active engagement in lessons which are contemporary, dynamic and sometimes even fun! We are fully committed to learning outside the classroom through our field trips and enrichment days. A successful candidate will need to share our love of teaching Geography to our bright and capable students.

## **Staff**

The Geography Department currently consists of three full-time teachers, all of whom have different specialisms and have been at the school for 5 years or more.

## **Resources**

There are three dedicated geography classrooms in our new teaching block. One of these is a fully equipped ICT room with sixteen student PCs. Each room is also equipped with a networked computer, an interactive whiteboard and digital projection.

## **Curriculum**

At Key Stage 3 students are taught in mixed ability form groups covering a wide range of topics such as UK Landscapes in year 7, Global Fashion in year 8 and Diverse & Dynamic Asia in year 9. Other opportunities for learning outside the classroom include fieldwork opportunities for each year group-for example a visit to RHS Wisley in year 9 to focus on Biodiversity.

At Key Stage 4, Geography is an EBacc subject and usually attracts around 150 students to take the option each year; they follow the 2016 EDEXCEL A GCSE course. Results are excellent, with students consistently achieving grades 7-9. During the first year of the course, students attend two day trips to cover the compulsory fieldwork element of the new GCSE. One day is spent at the London Docklands and the other day is spent investigating the River Darent in Kent.

At A level the EDEXCEL specification is followed, again with excellent results. There is usually one classes per year, averaging around 15 students in total. As well as the week's residential to Dorset in Year 13, there are 2 day trips in the summer of Year 12 to practise their fieldwork skills for the independent investigation.

The department is small but passionate about the subject. Every member is committed to ensuring that every student receives the best and most up to date geographical experience whilst at the school.

## **Results**

The Geography Department are very proud of their students and the exam results they achieve. In 2023, at GCSE level our Geography Department secured a progress ALPS score of 2 with 81% of students securing a grade 7-9, and 100% of the cohort securing 9-5 grades

At A level in 2023, 53% of the intake secured A or A\* and 93% secured A\* to C securing an ALPS grade 4.

# OUR COMMITMENT TO YOU

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Staff are our most valued asset and we place a high emphasis on staff well-being and professional development, no matter what stage of your career you are at. We pride ourselves with the supportive and inclusive nature of the school and ensure that we foster a friendly working environment. A recent Wellbee survey stated that staff do not feel pressured to work long hours and staff are always consulted about changes at work. As part of our commitment to staff well-being and development, we offer the following to teaching staff:

## Professional Development

- Research led CPD programmes, tailored to individual's aspirations, which are based both in school and across the wider Trust.
- A full induction programme for all new staff.
- ECT's will have a lower teaching load, timetabled mentoring sessions and a full programme of training and induction activities.
- Opportunities for promotion within the school or trust, as well as a chance to lead on whole school projects.
- The chance to undertake an NPQ.
- An additional INSET day at the beginning of the academic year dedicated to teacher planning and preparation.
- Our "No lesson judgements" policy ensures lesson observations are developmental and supportive.
- One INSET day a year dedicated to moderation and curriculum preparation.
- An annual cross- Trust teaching conference allowing the chance to meet and network with other staff.
- 'Pop-up' CPD run by staff for staff on issues of their choosing, including pastoral.

## Staff Welfare

- A Marking and Feedback policy designed from the bottom up, with regard for teacher workload, based upon a set of principles, different according to department.
- Data capture that is measured and timely - we report progress home twice a year.
- Minimal written reports.
- No requirement for teachers to submit lesson plans, even for lesson observations.
- Teaching staff are only required to do a maximum of one twenty minute break duty each week.
- Supportive yet challenging governance, which understands that teachers are our most valuable resource.
- Work scrutiny is departmentally based and developmental.
- We are a school that appreciates the importance of family. We do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school.
- A teaching load of 43/50 one-hour periods of teaching per fortnight maximum.
- The average size of our A level classes is 13 students and GCSE is 24 students. We also continue to run many A level classes even if their numbers are small.

## Support

- The school calendar is planned in advance across the whole year so people know what is happening and when.
- In-house cover supervision team.
- A comprehensive pastoral team to help with supporting our students with behaviour and wellbeing.
- A highly effective and proactive support staff that play an important role in supporting teaching and learning.
- An Events, Communication and Visits team that are responsible for organising key school events and trips.
- Full-time teachers operate from a base classroom and have an office-based work station which means our large staff room can be work station free.

## Benefits

- School budgets are set making the assumption that everybody will get their incremental pay rise.
- A two-week Autumn half-term.
- Free tea and coffee provided in the staff room.
- Free access to our fitness suite.
- A Staff Association that responds to the welfare of the staff and organises social events.
- Use of onsite canteen offering hot meals and salad bar.
- Teaching staff can go home if they have PPA time last period of the day.
- Opportunities to participate in enrichment activities e.g. theatre visits.
- Assisted cycle purchase scheme and designated cycle parking bay.
- Opportunities for flexible working.
- Access to Workplace Options scheme, for confidential independent employment advice.
- Outer-London salary scales with easy access to central London.
- Free on-site parking where possible.
- Membership of the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS).

## Environment

- Pleasant working environment with very well-behaved students.
- The school has invested heavily in new buildings and in IT in every classroom.
- Eleven acres of school grounds set in Green Belt land.







## THE OPPORTUNITY

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As a teacher of Geography at WHSG you will be part of a successful team who is passionate about their subject and always strives to do the best for their students. You will have the opportunity to help shape the Geography curriculum here, designing lessons across all key stages.

Our department curriculum intent is: creating well rounded, confident geographers with a good understanding of the world and some of the most challenging contemporary issues. Our curriculum aims to give breadth of understanding (places, physical and human topics, range of embedded skills) through exciting topics to foster a sense of curiosity and enjoyment.

We have worked hard over the years to develop a range of fieldwork opportunities for each year group, and there will be the chance to help design and run these trips across each key stage.

# JOB DESCRIPTION

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Job Title	Teacher of Geography
Reporting To	Head of Geography
Salary Scale	Main or Upper scale (Outer London)

## Main Purpose:

The main purpose of this role is to support our students to be the best geographers they can be, helping to design and deliver a challenging, dynamic and engaging curriculum.

## Main Duties

The main duties of this post are:

### Teaching

- To meet the requirements of a classroom teacher set out in the Teacher Standards or Post Threshold Standards (if applicable).
- To teach students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching.
- Ensure a high quality learning experience for students that meets internal & external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's behaviour policy and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, assess and give written/verbal and diagnostic feedback as required.

### Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department.
- To contribute to the department Improvement Plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

### Curriculum Provision

- To assist the head of department to ensure that the department provides a range of teaching that complements the school's strategic objectives.

### Curriculum Development

- To assist in the process of curriculum development and change within the department.

### Personal Development

- To take part in the school's performance development programme.
- To ensure the effective / efficient deployment of classroom support.
- To work as a member of a designated team and positively contribute to effective working relations within the school.

### Quality Assurance

- To contribute to the process of monitoring and evaluation of the curriculum area.
- To review methods of teaching and programmes of work within the department.
- To take part in the review of and development of activities relating to the department and pastoral functions of the school.

### Management Information

- To maintain appropriate records and provide relevant, accurate and up-to-date information for registers etc..
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### Communications

- To communicate effectively with parents as appropriate.
- To communicate effectively with persons or bodies outside the school.
- To keep up-to-date with school communications via emails, bulletins and briefings.

### Marketing and Liaison

- To participate in open evenings and parents evenings.
- To contribute to the development of effective subject links with external agencies and partner schools.

### Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the head of department to identify resource needs.
- To contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

### Pastoral System

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- Liaise with a Pastoral leader to ensure the implementation of the schools support system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

### Whole School

- Play a full part in the life of the school community, supporting the vision and aims of the school.
- Support the school in meeting its' legal requirements for worship.
- Comply with all the school and Trust policies.
- Undertake any other duty as specified by STPCD not mentioned in the above.

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 following consultation with you, may be changed by the Headteacher (or designated person) to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# PERSON SPECIFICATION

E: essential

D: desirable

		Essential / Desirable
<b>Qualifications and Training</b>		
	Good Honours Degree, PGCE / QTS	E
	Higher degree	D
	Evidence of continuing professional development relevant to the post	E
	Ability to identify own professional development needs	D
<b>Experience</b>		
	Successful teaching of Geography across all Key Stages	E
	Planning of lessons / schemes of work in line with the demands of an examination syllabus	E
	Evidence of raising student attainment in subject	E
	Assessment of students across all key stages	E
	Contribution to extra-curricular activities	D
<b>Knowledge and Understanding</b>		
	Excellent subject knowledge	E
	The ability to reflect constructively on the effectiveness of a lesson	E
	Ability to use a variety of teaching strategies to raise attainment	E
	Knowledge of best pedagogic practice and strategies to improve teaching and learning	E
	Awareness of curriculum development issues for the subject	E
	Experience of using data to help improve performance	E
<b>Skills and Abilities</b>		
	Effective interpersonal skills	E
	Excellent written and verbal communication skills	E
	Innovative and competent use of ICT in and out of the classroom.	E
	Ability to inspire, enthuse and motivate students	E
<b>Personal Attributes</b>		
	A commitment to securing the best opportunities for all students	E
	High standards and expectations of self and others	E
	An ability to reflect on own professional practice	E
	Integrity, loyalty and commitment	E
	Strong intellect, energy and an innovative and positive approach to opportunities and challenges	E
	The capacity to inspire confidence in parents and students and to work collaboratively with colleagues	E
	Commitment to the school's ethos and values.	E
	Willingness to contribute to extra curricular activities	D

# APPLICATION PROCESS

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## **Safeguarding**

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. As well as verification of identity, we ask all employees to undertake an enhanced DBS disclosure. For any shortlisted applicants, we are also required to conduct an online search about you in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online.

## **Data Protection**

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: [www.girlslearningtrust.org/our-governance/policies](http://www.girlslearningtrust.org/our-governance/policies)

## **Application Process**

We operate a safer recruitment process. All applications should be via an official application form (available on our website) and sent to: [vacancies@wallingtongirls.org.uk](mailto:vacancies@wallingtongirls.org.uk)

## **Closing Date**

Applications must be received by no later than **Sunday 26<sup>th</sup> November at midnight**

## **Interviews**

Interviews will take place on the **week of the 27<sup>th</sup> November 2023**

## **Notification & Feedback**

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

## **Additional Information**

If you would like to arrange an informal discussion about this exciting opportunity with the Head of Department please email [jhenderson@wallingtongirls.org.uk](mailto:jhenderson@wallingtongirls.org.uk) to arrange a mutually convenient time.



Girls' Learning Trust  
[www.girlslearningtrust.org](http://www.girlslearningtrust.org)