



CITY OF LONDON
FREEMEN'S SCHOOL

ASHTead, SURREY

Teacher of Geography (Full Time)

Information for prospective staff

Department Information

Freemen's Geography department is a strong and successful department.

The department is in the Senior School building and has a suite of three Geography rooms equipped with interactive Smartboards. The department has three full time Geography specialists and extra support from staff who have a geography related-degree who teach some Key Stage 3. We have received SGQM Award for several years and currently have been awarded Excellent in our fieldwork provision by The Geography Association. The department subscribes to several geography websites such as Geography Association, RGS and Cross Curricular Geofiles. Online lectures are regularly attended by staff and students at RGS in Kensington. All pupils at GCSE subscribe to Wide World and A Level students to Geography Review.

All pupils from Upper 3 (Year 7) upwards are given a school iPad and their use is fully integrated into Geography lessons, using their eBooks in class and for homework. From Upper 4 (Year 9) upwards fieldwork data collection and presentation is completed using applications such as Digimaps and ArcGIS. Every year group has a different fieldtrip, and it is an expectation of the successful candidate to attend all the fieldtrips including residential ones. Fieldwork has included one-day trips to places such as Eastbourne and residential trips to Snowdonia and Barcelona. We also offer optional international trips every 2 years and we have recently been to Japan and are going to Costa Rica this summer.

Currently our Geography provision is as follows:

At Key Stage 3 students cover a range of physical and human geography topics. We use Progress in Geography KS3 textbooks for Upper 3 and Lower 4 as well as Geog. Collection. Students are introduced to the Enquiry Approach and complete their own investigations on Weather and conduct fieldwork enquiries on coastal erosion and sustainability. In Upper 4 students are introduced to GCSE Geography through the topics of Ecosystems and Urbanisation. A residential trip is offered to study sand dune ecosystems and tourism impact in Dorset. Geography is a popular GCSE option with two-thirds of the year group continuing with the subject.

At Key Stage 4 we follow Edexcel A specification and have three sets per year group. All students complete physical and human topics and conduct a day trip in Lower 5 to Olympic Park, looking at regeneration and quality of life. In Upper 5 we undertake a three-day residential fieldtrip to Snowdonia to study rivers and glacial landscapes and to conduct a river enquiry.

At Key Stage 5 we follow the AQA specification and have two sets per year group, making Geography a very popular A Level subject. Each teacher is expected to teach both physical and human topics at A Level. A variety of topics are continued from GCSE such as Hazards and new topics are introduced too such as Desert Landscapes. All students have their own device, and all students have an account set up in ArcGIS to conduct several pilot fieldwork projects in the local area before visiting Barcelona at the end of Lower 6 to conduct their NEA for five days.

Information about the role

Purpose of post - Reporting to Head of Geography

Main Duties and Responsibilities

- Awareness of and compliance with all aspects of the School's safeguarding policy. Staff will undergo initial and ongoing training and be responsible for promoting and safeguarding the welfare of the students for whom they are responsible.
- Preparation and planning of lessons in accordance departmental schemes of work such that students in your lesson develop the Freemen's Characteristics through your provision of Opportunities and the subject's content and skills.
- Demonstrating a range of teaching methods and keeping abreast of developments in their subject area; employing a range of teaching resources including the display of pupils' work.
- Carrying out summative and formative assessment according to departmental and School policies. Recording assessment grades/reports etc. within deadlines set and keeping clear records.
- Setting and marking of class work, homework, examinations and course work according to relevant School and departmental policies.
- Reporting to parents on progress at parents' evenings or on reasonable request from parents.
- Recognition of the specific needs of each pupil and of classes as a whole. Setting an appropriately challenging pace for lessons and adapting teaching methods to the needs of pupils.
- Establishing a structured learning environment conducive to learning and where pupils know that high standards are always required.
- Managing the classroom or workshop effectively with appropriate use of sanctions and rewards in accordance with departmental and School policies.
- Motivating pupils to learn and establishing a rapport with pupils conducive to learning.
- Attending departmental meetings and sharing departmental responsibility; attending staff meetings and School or departmental INSET; seeking opportunities for professional development; participation in the School Professional Review (appraisal) scheme; participation in induction arrangements.
- Contributions to the wider life of the School including the duty and cover roster and a significant commitment to the co-curricular and/or sporting programme. Including supporting regular GCSE and A level workshop sessions after school, plus supporting regular Design Technology lunchtime clubs.
- Teaching staff are expected to support school events, such as assemblies; and attend those events as required by the Headmaster, including: Open Day, Prize-giving Ceremonies, Parents' Evenings, INSET Days and the Entrance Examination days.
- Staff are expected to play a full role in the pastoral life of the school; including taking a Form Group.
- Staff should ensure prompt attendance within school contracted business hours.
- Staff should ensure they wear appropriate business dress or, where appropriate, co-curricular clothing.

Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Bursar via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the Bursar of any concerns regarding Health & Safety and safe working practices.
- Teaching staff will read and act upon, or in accordance with, all the relevant school and departmental policies.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies
- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their

personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Candidates should:

- Demonstrate a passion for, and have expertise in, their subject and be able to inspire the students they teach
- Hold a good honours degree in a relevant subject
- Hold either QTS and demonstrate a track record of success or possess the willingness and ability to become a qualified teacher
- Be willing and able to contribute to all parts of school life
- Have awareness of, and a commitment to, the needs of young people in a school setting; be someone who shares the School's commitment to promoting the welfare and safeguarding of children
- Be an enthusiastic and dynamic teacher, able to motivate and inspire pupils and staff to achieve the highest standards
- Be able to build and maintain professional relationships, striking the right balance between formal and informal channels
- Possess good time management skills, and be able to cope with the demands and life of a busy leading independent school
- Be an effective communicator
- Have good ICT skills and the ability to deal with the administrative routines

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form to **CLFS- Recruitment@cityoflondon.gov.uk**, by **9am on Monday 9th February 2026**.

Interviews will take place at the school on Thursday 12th February 2026. Candidates are asked to note that Freemen retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freemen's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).