BOLTON SCHOOL GIRLS' DIVISION, SENIOR SCHOOL

TEACHER OF GEOGRAPHY (MATERNITY COVER)

The vacancy

Required from February 2027, we are seeking to appoint a dynamic and talented Geography teacher to cover a period of maternity leave for twelve months. The successful candidate will have the potential to make a valuable contribution to a well-resourced and flourishing Geography Department with an impressive record of examination and Oxbridge success.

This position would suit a well-motivated and highly qualified individual with the ability and desire to enhance girls' education through both curricular and extracurricular activities. It would be equally suitable for an early career teacher or an experienced practitioner seeking a new opportunity.

The successful candidate will be a well-qualified and committed teacher of Geography, able to meet the rewarding challenge of enthusing our able and highly motivated pupils from Year 7 to Year 11 and, preferably, through to Sixth Form, both inside and outside the classroom. They will hold a good honours degree and possess the talent and drive to promote the learning of Geography through extracurricular activities and educational visits, some of which may take place during school holidays. They will be committed to the welfare and individual development of all pupils in their care.

The successful candidate will be expected to demonstrate a commitment to continuous school improvement and will be fully computer literate. All teachers and pupils at Bolton School are provided with an iPad to support and enhance teaching and learning. Excellent oral and written communication skills are essential. A detailed person specification is included within the application pack.

The Department

The Geography Department is well regarded in the school, by colleagues, parents and students. There are currently five teachers within the Department, including the Head of Geography and the Foundation Head of Sixth Form.

Curriculum in the Lower School: Year 7 have two fifty minute lessons per week and study the UK, ecosystems and map skills. They visit Lytham in June to study tourism alongside practising human and physical fieldwork skills. Year 8 have three lessons over two weeks and study Africa and coastal landscapes. They visit Ambleside in June and further enhance their fieldwork skills linking to tourism. Year 9 study Geography twice a week, learning about palm oil, tectonic hazards and tropical rainforests. Also in Year 9, we have a campaign day where pupils choose an environmental issue and then write up a campaign for awareness to show the causes, effects and what we can do to help. We expect a high number of year 9 to opt for Geography GCSE.

Curriculum in the Upper School: We follow the new AQA GCSE Geography syllabus, covering Living World, Hazards, Rivers and Coasts, Population Change, Economic World and Resources, including Food. We run two field trips; one, in Year 10, to a local river and, in Year 11, to Manchester.

Curriculum in the Sixth Form: We teach the AQA syllabus to A level, with four field trip days to Salford Quays, Scarborough, Ainsdale and the River Dean Brook. We also encourage our students to attend the Geographical Association lectures, at Manchester University.

The Department has three large, well-equipped classrooms as well as a Departmental office and a smaller room for Sixth Form teaching. The school Library also stocks a wide range of relevant materials.

Bolton School

With some 2,500 pupils, Bolton School is a large, thriving, academically selective day school. It is situated a mile or so from the town centre in a stunning 32 acre campus and is within easy reach of some of the nation's finest cities and countryside.

In Autumn 2021, significant changes were made to the leadership structure of the School Foundation, investing the newly created position of Head of Foundation with overall responsibility. Within the new structure, there are three sections: Girls' Division, Boys' Division and Primary Division. A Head of each Division and the Head of Foundation, together with the Clerk and Treasurer and Director of Operational Services, are the Foundation's Senior Officers; they are directly accountable to the Governors.

Two adjoining and similar buildings, now attached by a state-of-the art Sixth Form Centre, house the Boys' and Girls' Senior Schools, each of which provides a traditional academic education from the age of 11 years. The Primary Division includes separate Junior Schools for boys and girls from the age of 7 and a co-educational Infant School and Nursery.

Academic results at GCSE and A Level consistently place Bolton School amongst the top schools in the North of England and often within the top 100 nationally. The School is also renowned for its provision of a wide range of enrichment activities, which take place both during and after the school day. It serves a wide area of the North West, collecting pupils on over 20 coach routes, and provides fee assistance to a substantial proportion of the student body - one in five Senior School pupils currently receives a bursary.

The vast majority of students progress to their first choice university and the School provides a regular supply of Sixth Formers to highly competitive courses and universities. Whilst the academic work of the two senior schools is largely separate, there are occasionally joint Sixth Form classes and there is considerable collaboration in extra-curricular activities.

Entry to the Junior and Senior Schools is by competitive examination and interview. Interest in the School remains robust and numbers on the school roll have increased in recent years.

How to Apply

We ask candidates to apply online for the position via the School's website at LINK

The closing date is 9am on Wednesday 18 November 2026. Interviews will take place week beginning 23 November 2026.

A lesson will be taught as part of the interview process, details of which will be forwarded to those short-listed.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work.

A generous level of PPA is provided which allows members of staff, as valued professionals, to manage their time appropriately and maintain a healthy work-life balance.

We aspire to have a diverse and inclusive workplace to reflect the diversity of our pupils and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and to join Bolton School. As an equal opportunities employer, we welcome applicants from all sections of the community and are committed to the equal treatment of all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Bolton School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.

We look forward to receiving your application.

JOB DESCRIPTION

TEACHER OF GEOGRAPHY (MATERNITY COVER)

GIRLS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To teach Geography to GCSE and A Level. To support the school's aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school's Behaviour Policy.
- To participate in the school's pastoral system when required, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description and amplified in the Divisional Handbook.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies.
- To carry out any reasonable duties as requested by the Head.

Specific Professional Duties

1. Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum.
- To teach pupils, according to their educational needs, for example by setting and marking (and otherwise assessing) work
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.

2. Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.

- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.

3. Working with others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To supervise any person providing support within the classroom.

4. Communication with Parents

- To communicate and consult with parents via year group consultation evenings.
- To liaise with the Head of Department and the relevant Head of School when further communication is deemed necessary.

5. Staff Development

- To participate in the school's Professional Review arrangements.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- Bolton School recognises a strong contribution to the extra-curricular life of the school.

PERSON SPECIFICATION

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GIRLS' DIVISION SENIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Degree in relevant subject(s)	Essential	Application Form
Upper Second Class Honours Degree or above from respected University	Essential	Application Form
Recent participation in a range of in-service training	Desirable	Application Form
Knowledge of Health and Safety appropriate to role	Essential	Application Form & Interview
KNOWLEDGE/EXPERIENCE	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Classroom teaching experience within the senior age range	Essential	Application Form
Excellent relevant subject knowledge, at least up to A level	Essential	Application Form & Interview & Reference
An understanding of pupils' educational development from 11 -18 years	Essential	Application Form & Interview & Reference
Proven record for securing good public examination results, up to and including A level	Desirable	Application Form & Interview & Reference
Experience of planning and implementing the curriculum and assessment, including cross-curricular aspects	Essential	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies across the age and ability range	Essential	Application Form & Interview & Reference

Experience of using pupil data to inform assessment and planning	Desirable	Application Form & Interview & Reference
An understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	Essential	Application Form & Interview & Reference
Application of information and communications technology within the context of teaching and learning	Desirable	Application Form & Interview & Reference
PERSONAL SKILLS AND ATTRIBUTES	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Good communication skills, able to communicate effectively across the Foundation	Essential	Interview & Reference
Good inter-personal skills	Essential	Interview & Reference
Personal impact and confidence, able to motivate others	Essential	Interview & Reference
The ability to prioritise time effectively and plan ahead	Essential	Interview & Reference
Commitment, enthusiasm and integrity	Essential	Application Form & Interview & Reference
Flexibility and a willingness to learn	Essential	Application Form & Interview & Reference
Organisational ability and attention to detail	Essential	Application Form & Interview & Reference
Ability to work as a member of a relatively large team	Essential	Application Form & Interview & Reference
A caring and kind approach, especially in relation to children	Essential	Application Form & Interview & Reference
A willingness to become involved in the wider life of the School	Essential	Application Form & Interview & Reference

TERMS AND CONDITIONS

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GIRLS' DIVISION SENIOR SCHOOL

SALARY

The starting salary will be between £35,842 and £55,532 per annum, dependent on experience. Bolton School has its own salary scale.

The above salary figures include a 5% salary enhancement, which is paid in lieu of membership to the Teachers' Pension Scheme.

HOURS OF WORK

During term time staff will be expected to attend personally to such duties connected with the work of the school during any hours, including out of school hours, as the Head may reasonably direct. In addition, staff may be required by the Head to work for varying short periods after the end, and before the beginning of any term, as well as on the GCSE and A Level results days. All teachers will be expected to make a contribution to the extensive extra-curricular programme.

HOLIDAY

All school holidays as indicated for teaching staff (rather than pupils) except as described above.

LINE MANAGEMENT

Head of Geography, under the direction of the Head of Girls' Division.

PENSION

All teachers who join Bolton School will be automatically enrolled into the Bolton School Group Personal Pension Scheme. In this scheme the minimum employee contribution is 6% of gross earnings and the School contributes 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

Further details are available upon request.

OTHER BENEFITS

- Training and development opportunities will be offered.
- A generous level of PPA.
- Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.
- Life Assurance cover at 2 times salary up until the age of 65.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Lunches will be provided free of charge on campus.
- Access to a free Employee Assistance Programme.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.