

JOB TITLE: GEOGRAPHY TEACHER

RGS SURREY HILLS SCHOOL INFORMATION FOR CANDIDATES

Role commences: Janaury 2026 or April 2026



RGS SURREY HILLS



RGS SURREY HILLS SCHOOL

Welcome to RGS Surrey Hills – a school shaped by heritage, inspired by values, and focused on the future.

Formerly known as Box Hill School, RGS Surrey Hills is a thriving co-educational day and boarding school for 450 students aged 11–18. Our transformation marks more than a change in name: it represents the next chapter in a proud history of holistic education, as we join the Reigate Grammar School (RGS) Group of Schools – a global family of leading independent schools committed to excellence, opportunity and community.

Founded in 1959 by educational pioneer Roy McComish, our school was built on the ideals of academic curiosity, character development and global citizenship. As a founding member of the internationally respected Round Square organisation, we remain deeply committed to these values today, nurturing not only the minds of our students, but also their confidence, compassion and sense of purpose. Rooted in Kurt Hahn's IDEALS (Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service), our school embraces learning both inside and beyond the classroom.

RGS Surrey Hills offers a vibrant and inclusive community where every child is known and valued. Students join us from across Surrey, Sussex and the surrounding areas, as well as from over 30 countries around the world. Our modern, flexible boarding provision welcomes full, weekly and flexi boarders into beautifully appointed houses, enabling families to choose what works best for them. Whether day or boarding, every student becomes part of a warm, diverse environment that celebrates individuality and encourages belonging.

Academic ambition runs hand-in-hand with pastoral strength. We offer both A Levels and the International Baccalaureate Diploma Programme in the Sixth Form, enabling each young person to follow a pathway that suits their strengths and aspirations. From dynamic science labs and drama productions to student-led sustainability projects, outward-bound challenges, and Round Square exchanges, every learner is encouraged to explore their interests, discover their voice and contribute meaningfully to the world around them.

We are also proud to be a member of HMC, the professional body of the UK's leading independent schools – a reflection of the quality, ethos and aspiration that define RGS Surrey Hills.

As part of the wider Reigate Grammar School Group, we benefit from collaboration, shared expertise and enhanced opportunities – while maintaining our distinctive character as a small school with big horizons.





JOB DESCRIPTION

GEOGRAPHY TEACHER (Part-time)

THE GEOGRAPHY DEPARTMENT

The Geography department at RGS Surrey Hills is well established and the subject is highly popular at GCSE, IB and A Level. The department comprises four members of staff teaching throughout the age range from Year 7 to Year 13. The department prides itself on a collaborative and professional working environment to which everyone contributes. All students have their own laptop, reflecting the importance of ICT in the subject. Extensive shared resources are maintained and continuously improved for the use of all teachers.

Geography is taught as a core subject in Years 7 and 8, and as an option for GCSE, IB and A Level. Class sizes vary from up to 20 students in junior classes and typically between 12 and 18 in GCSE classes.

Teaching of the GCSE begins in Year 9. The three-year GCSE programme allows excellent opportunity for academic enrichment as well as extensive support and intervention for those who need it. The GCSE syllabus is Edexcel International (IGCSE) Geography. A 3 day residential field trip to Suffolk is included in this course.

At 6th form students opt for either an A level or IB pathway. For A Level we cover the Edexcel GCE Geography course. Both IB and A Level students carry out an independent investigation for their coursework and to prepare them for this we take them on a 4 day residential field trip to Somerset. Set sizes are usually less than 10 at this level.

All geographers contribute to the teaching of coursework and delivery of fieldwork, including day visits in our local area which is rich in fieldwork opportunities.

AREAS OF RESPONSIBILITY

Directly responsible to: Head of Geography

Role Overview

To teach Geography with enthusiasm and expertise across the age and ability range (Years 7–13), supporting the academic progress and pastoral development of all students. This is a part-time position although we would consider candidates wanting a full-time role

KEY RESPONSIBILITIES

Teaching and Learning

- Plan and deliver engaging, well-structured lessons at KS3–KS5 in line with departmental schemes of work.
- Use varied teaching strategies, including ICT, to support progress and independent learning.
- Assess, record, and report on student achievement, providing constructive feedback.
- Maintain up-to-date knowledge of subject content, pedagogy and curriculum developments.
- Contribute to the development of resources, schemes of work and fieldwork provision.
- Support enrichment opportunities, including field studies and co-curricular Geography activities.

PASTORAL AND SAFEGUARDING

- Promote the well-being and safety of pupils in line with the School's Safeguarding and Child Protection Policy.
- Act as a form tutor if required, fostering positive relationships and effective communication with parents.
- Encourage pupils' personal development and sense of responsibility.
- Undertake duties, attend assemblies, and participate in INSET days as required.



JOB DESCRIPTION CONTINUED

PROFESSIONAL RESPONSIBILITIES

- Support the aims, ethos, and values of the School.
- Maintain high standards of professionalism, attendance, punctuality, and appearance.
- Participate actively in professional development and the school's appraisal process.
- Take responsibility for health and safety within the classroom environment.
- Contribute to the wider life of the School through clubs, trips, and events.
- Undertake other reasonable duties as directed by the Head or Line Manager.

PERSON SPECIFICATION

- A good honours degree in Geography or a related subject.
- Recognised teaching qualification and/or QTS.
- Experience of teaching Geography across Key Stages 3–5, whether as an ECT or more experienced candidate.
- Strong classroom management and organisational skills.
- Ability to inspire, challenge and support pupils of all abilities.
- Effective communication and interpersonal skills.
- Competent use of ICT to enhance learning.
- Commitment to safeguarding and inclusive practice.
- Positive, professional approach; flexible and collaborative attitude.





FURTHER INFORMATION

TERMS AND CONDITIONS

- RGS Surrey Hills has its own salary scale which is above the national scales.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School Group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the Teaching Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement addressed to the Headmistress as soon as possible and by **9.00am on Wednesday 19 November 2025** at the latest. Please do not send a separate curriculum vitae. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date. Shortlisted candidates will be invited for interview.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES or another source.

Applications should be addressed to The Headmistress and sent (by email or letter) to the address below.

Ms Hayley Robinson

London Road

Mickleham

Dorking

RH5 6EA

01372 373382

hadmin@rgs-surreyhills.org



SCHOOL LOCATION AND DIRECTIONS

Our 26-acre site surrounds Dalewood House, a striking Victorian manor built in 1883, and offers a peaceful, spacious setting where students can learn, explore and grow. Located just outside the village of Mickleham and minutes from Dorking and Leatherhead, RGS Surrey Hills enjoys easy access from the A24 and M25 and is well connected by road and rail.

The campus includes:

- Specialist subject classrooms and science labs
- Creative Art and Design studios
- Performance and rehearsal spaces for music and drama
- Dedicated Sixth Form Centre and social study areas
- Modern boarding houses with a range of flexible options
- High ropes course and outdoor adventure facilities
- Extensive playing fields for rugby, football, and cricket
- On-site café-style Dining Hall and student common areas

As a school committed to holistic education, our facilities support learning far beyond the classroom, from co-curricular enrichment to weekend activities and boarding life. Further investment and planning are also underway to enhance our sports and co-curricular provision in line with

our growth.

By Road

RGS Surrey Hills is located on the A24, approximately five minutes from Junction 9 of the M25. The school entrance is clearly signposted just south of Mickleham village, between Dorking and Leatherhead.

Postcode: RH5 6EA

By Rail

The nearest mainline stations are Dorking and Leatherhead, both with regular services to London Waterloo, London Victoria and the south coast. Dorking station is a 5-minute drive from the school, while Leatherhead is approximately 10 minutes away by car or taxi.

By Bus

The 465 bus route between Kingston and Dorking stops in Mickleham, just a 1-minute walk from the school. Other local bus routes connect the surrounding villages and towns, including Leatherhead and Guildford.

WHAT3WORDS

Main Reception: campus.ridge.crest

