

## Rickmansworth School

**Job Description:** Head of Geography

**Salary:** MPS/UPS incl. Fringe + TLR2c + R&R

**Hours:** Full-Time

**Purpose of role:** The Head of Geography is responsible for supporting the Senior Leadership Team (SLT) to achieve the school's vision and meet its overall priorities. This includes delivering inspiring, well-structured, and engaging lessons that enable all students to make strong progress in line with the school's high expectations. The Head of Geography will lead and develop a thriving department, fostering a positive and effective learning environment, and ensuring the highest standards of teaching and learning. Additionally, the Head of Geography will be expected to fully contribute to the broader school community, fulfilling all responsibilities as a dedicated member of staff.

### **Main Responsibilities**

#### **Within the Subject:**

- Provide leadership and guidance for staff, students, and parents within the geography department
- Lead by example, demonstrating expertise in subject knowledge and upholding the highest standards of teaching and professional conduct
- Delegate responsibilities appropriately to ensure effective departmental management
- Foster a positive and productive work ethos by encouraging teamwork and recognising the contributions of all staff members
- Ensure that the relationships and behaviour standards between staff and students fully support student learning and development
- Implement and participate in the School's appraisal policy to support continuous professional development
- Promote innovative and effective work habits, creating an environment where both staff and students can realise their full potential
- Ensure assessments are inclusive and aligned with the School's overall policy, recognising the full range of student abilities
- Encourage the sharing and implementation of best practices, staying up to date with pedagogical developments in geography teaching
- Manage the department's budget in line with School policies and frameworks
- Ensure adequate health and safety training is provided to department staff
- Use assessment data to develop and implement an intervention programme for exam students

#### **Within the School:**

- Manage the geography department in alignment with the School's strategic aims and priorities
- Provide a strategic vision for the development of geography, supporting curriculum development at Key Stage 3 and contributing to the overall geography development plan

### **Teaching and Learning:**

- Oversee students' learning in accordance with geography and Key Stage 3 curriculum, ensuring it aligns with School policies
- Take responsibility for the quality of teaching and learning within the geography department
- Accountable for the academic results in geography, measured by both raw grades and value-added outcomes
- Ensure a clear, cohesive pathway of learning for students, with a curriculum that supports progression at Key Stages 3, 4, and 5, while addressing the needs of all abilities
- Ensure all levels of planning for learning are in place to promote progress in line with school expectations
- Implement and maintain robust quality assurance procedures to monitor and evaluate teaching effectiveness
- Track student progress over time and ensure interventions are in place for students needing additional support
- Contribute to the development of whole-school priorities through long, medium, and short-term planning, fostering independent learning
- Inspire a passion for geography by acting as a role model and demonstrating enthusiasm for the subject

### **Monitoring and Assessment:**

- Ensure students' work is assessed consistently and in line with school guidelines
- Provide constructive feedback to individual students or groups as necessary
- Use assessment information to inform planning for future learning
- Submit reports, grades, and written comments on students as required
- Ensure accurate lesson registration through the school's electronic system

### **Subject Knowledge and Understanding:**

- Stay updated on the latest subject knowledge, including curriculum changes, level descriptors, and examination specifications
- Continuously improve and disseminate knowledge of pedagogy to enhance the quality of geography teaching.

### **Professional Standards and Development:**

- Set an example as a role model for the school community
- Provide cover for absent colleagues as per the school's policy
- Actively engage with the school's Health and Safety policy
- Support and uphold school policies while maintaining high professional standards
- Build effective working relationships with colleagues, ensuring high standards across the school
- Pursue professional development opportunities that benefit both personal growth and the wider school community
- Engage with the broader life of the school, promoting a positive learning culture
- Ensure awareness of professional standards and align personal practice accordingly
- Support the SEN Code of Practice, considering the needs of vulnerable groups
- Organise and minute subject meetings to ensure clear communication within the department

### **Pastoral:**

- Every staff member at Rickmansworth School holds a pastoral responsibility, with a focus on the well-being and achievement of students

### **Communication:**

- Liaise with relevant staff members (Subject Leader, Form Tutor, Director of Learning, SENDCo) if there are concerns about a student's achievement or behaviour, following agreed procedures outlined in the school's Behaviour Policy

- Respond to requests for information regarding students' academic progress or behaviour
- Collaborate with Learning Support Assistants and Technicians to support all students in achieving their potential
- Attend Parents' Consultation Evenings and other scheduled meetings
- Maintain accurate student registers during lessons and form tutor periods
- Disseminate relevant information from the Student Bulletin and other school sources

#### **Tutoring:**

- Monitor the academic progress of each student in the tutor group
- Ensure students adhere to the school's Behaviour Policy, Code of Conduct, and maintain high standards of behaviour and appearance
- Regularly check students' use of planners and encourage strategies for organisation and completion of home learning
- Serve as the primary contact for parents and teachers regarding matters concerning the tutor group
- Attend assemblies and manage students' behaviour during these events
- Carry out duties as a form tutor as outlined in the Staff Handbook

#### **General Duties:**

- Participate in the school's appraisal process
- Ensure equality principles are followed in all relationships with staff and students
- Participate in supervisory duties as per the school's rota before and after school, as well as during break-times
- Adhere to all school policies and procedures
- Contribute to achieving the goals set out in the School Development Plan and Department Development Plan
- Undertake any reasonable duties within the scope of the role and in accordance with the conditions of the Schoolteacher's Pay and Conditions document
- Actively participate in the school's self-evaluation process
- Work within the school's Health and Safety policy and safeguarding protocols to maintain a safe working environment
- Adhere to Teacher's Professional Standards and engage in ongoing professional development

#### **Alterations**

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

#### **Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a*

*commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*



## Person Specification - Head of Geography

E - Essential  
A - Application process

D - Desirable  
I - Interview process

	Essential / Desirable	Assessed via?
<b>Experience:</b>		
Excellent teaching skills	E	A/I
Ability to teach geography to KS3/4	E	A/I
Ability to teach to geography KS5	E	A/I
Ability to use ICT and new technologies to support learning	D	I
Experience of more than one School	D	A
<b>Qualifications and Training:</b>		
Degree in related subject	E	A
PGCE or equivalent	E	A
<b>Knowledge:</b>		
Up to date knowledge of 11 – 19 curriculum	E	A/I
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E	I
A good understanding of strategies to raise student attainment	E	I
<b>Aptitudes:</b>		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Ability to lead and manage an effective team	E	I
Capacity and willingness to evaluate own and others performance	D	I
Willingness to innovate and develop self and others	D	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for geography in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School’s sustainability goals	E	A/I
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I