

JOB DESCRIPTION - Head of Geography

- Responsible to:** Leadership Line Manager and Head of Year (as appropriate)
- Responsible for:** The delivery of high quality lessons and the achievement, standards, safety and well-being of students in their care.
- Job purpose:** Provide professional leadership and management of the Geography department in order to secure: high quality teaching, improved standards of learning, the effective use of resources, achievement and behaviour of all students. To carry out all duties of a main scale teacher.
- Scale:** MPS / UPS plus TLR

The job description should be read alongside the range of professional duties of teachers as set out in Part XII of the Teachers' Pay and Conditions Documents, sections 48-50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

Responsibilities and Actions

- To lead, manage and coordinate the strategic development of the curriculum in order to achieve successful outcomes.
- To support the values, vision and ethos of the senior leadership team and assist them in delivering policies which will ensure high quality and successful outcomes.
- To have overall responsibility for the intent, implementation and impact of the curriculum.
- To lead the quality assurance of the quality of education within the Department.
- To lead, monitor and evaluate the innovation and development of teaching and learning strategies within the Department and the wider school.
- To be accountable for student attainment and progress in the Department ensuring every student achieves and exceeds their potential.
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and whole school approach.
- To take a full role within the school community as a middle leader.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To lead the raising standards of student attainment within the Department and the wider school.
- To liaise with the exams team over co-ordination of examination entries.

Strategic direction

- Lead the development and implementation of the vision and strategic direction of the Department, which reflect the educational, social and moral aspirations and values of the school.
- Support the development and implementation of the vision and strategic direction of the school, which reflects its educational and moral aspirations and values.
- Develop and implement aims, policies and practices for the Department, which reflect the school's commitment to high achievement and attainment and are consistent with national and school strategies and policies.
- To lead the production and regular review of the Department Improvement Plan using examination analysis data to identify key focus areas for development.

- Establish short, medium and long term plans for the improvement and resourcing of the subject.
- Rigorously monitor and track the progress made in achieving subject plans and targets, and evaluate the impact upon teaching and learning.
- To play a full part in the school's appraisal processes as a team leader and reviewer.
- To develop strong working relationships with relevant community partners.

Teaching and Learning

- Act as an outstanding role model to other members of the department.
- Provide guidance on a choice of appropriate teaching and learning methods to meet the needs of all students, personalised learning pathways and the effective management of behaviour.
- Develop and implement systems for recording individual students' progress including appropriate frameworks for marking and assessment for learning.
- Ensure curriculum plans are developed appropriately and stored centrally on the school network.
- Monitor and evaluate the quality of teaching and standards of achievement making use of appropriate data, setting targets for improvement.
- To be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Ensuring a high quality learning environment within the Department by managing and improving:
 - the fabric of the classrooms displays and exhibitions of students' work, including references, KS4 and KS5, grades on display work
 - the equipment is appropriately stored, managed, replaced and updated as required
 - classroom behaviour by ensuring that department policies on sanctions are consistent with the agreed school Behaviour Policy and systems.

Monitoring and Assessment

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy.
- To make appropriate use of the school's monitoring and assessment strategies to evaluate staff and students' progress towards the aims and objectives outlined in the targets for the Department Improvement Plans.
- To monitor and assess the effectiveness of the Department Improvement Plan (DIP).
- To assess students' levels accurately against appropriate standards, in liaison with other appropriate professionals.
- To lead the implementation and embedding of impact marking/effective written feedback.
- To oversee the recording of students' progress and achievements systematically, providing levels on the range of their work progress and attainment over time to inform planning and implementation of future strategies.
- To liaise with the appropriate professionals on the identification of cohorts of students to engage with appropriate interventions to support their individual progress and attainment.

Leading and Managing Staff

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To assist the Headteacher and specialist curriculum area staff with the recruitment and selection of teaching and support staff.
- Develop subject teams and individuals to enhance performance.
- Be committed to managing performance through the School's Appraisal cycle.
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Support, challenge and motivate members of the department.
- Participate in the Initial Teacher Education programme as required.
- Establish clear expectations and constructive relationships among department staff.

Planning, Development and Coordination

- To produce long, mid and short term planning to support the development of the Department curriculum, in line with school expectations.
- To select, create and prepare resources, for the delivery of the curriculum (as and when required), with the help of support staff where appropriate.
- Plan for, and update, course provision in line with tasks set by the examination board at GCSE and A Level.
- To plan for the personalisation of students' learning in order to support and extend the progress of every individual.
- To lead and to contribute to, departmental team meetings and events across the curriculum.
- To plan opportunities for students to develop skills in out of school contexts.
- To oversee, develop and audit the curriculum to include other documentation related to the delivery of enterprise and work related learning within the school to support cross curricular delivery and to enable curriculum requirements to be met.
- To contribute to, and to lead, CPD opportunities as part of the planned programme for the school and to promote the sharing of outstanding, useful and interesting practice.

Resource Management

- Secure and allocate resources to support effective learning and teaching within the Department.
- Preparation of estimates and bids for capitation; monitor and manage departmental finance.
- Ensure appropriate value for money, effective monitoring and control of the use of resources.
- Ensure appropriate risk assessments are carried out for the full range of activities, including field trips and other work related learning activities.

Student Support and Progress

- To be a Form Tutor to an assigned group of students if and when required.
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and other reports as required.
- To alert the appropriate staff to problems experienced by students.
- To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to the PSHE and enterprise programmes according to school policy.
- To apply the Behaviour Policy so that effective teaching and learning can take place.
- Providing support to colleagues in all matters relating to teaching including classroom management and student behaviour.
- Develop the celebration of student achievement on department courses such as reward assemblies, praise post cards and reward points.
- Lead progress reviews of students on department courses.
- Meet with students over whom there are concerns and contact home where necessary in conjunction with the year group teams.
- Ensure that there is a process of progress review of students on department courses.

Other duties relevant to this post

- To attend and participate in regular meetings.
- To participate in training, Continuous Professional Development and other learning activities as required.
- To provide cover for staff when required to under national conditions and parameters outlined by workforce reform.
- To be a member of a duty team.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or leadership team as required. Union representation will be welcomed in any such discussion.