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**Brownhills Ormiston Academy**

Job title: Head of Geography

Location: Brownhills Ormiston Academy, Brownhills

Salary: Main Pay Scale / Upper Pay Scale + TLR2b £5351.95

Status: Fixed Term – 12-month Maternity Cover

Contract: Academy

Hours: Full Time. Directed time will not exceed 1265 hours

Responsible to: Vice Principal/Assistant Principal/Principal

Responsible for: Geography Department

Disclosure level: Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.

Safeguarding: Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding

**Purpose of the job:**

The role of Head of Geography is a key one within the academy, and focuses on raising standards through working with colleagues:

* Providing vision, leadership and direction for standards and achievement for the subject to counter any underachievement and stretch the most-able.
* Along with the designated member of SLT, being innovative in leading teaching and learning within the subject and being a lead in developing all teaching and learning in the department to be good or better.
* Being relentless is sharing and embedding best practice in pedagogy throughout each classroom.
* Being innovative in leading curriculum provision within the subject and department.
* Building an effective team which develops personalised learning and support for pupils, ensuring it drives up standards of achievement and personal development.
* Ensuring that standards of provision and achievement of the subjects within the department are at least good and improving.
* Actively support the evaluation of performance of the department subjects, particularly the quality of teaching and learning, with the designated member of SLT.
* Developing policies and procedures in line with personalised learning and support in the subject and ensure that resources are well used.
* Ensuring the smooth day-to-day running of the subject and department with key staff
* Leading on supporting and quality assuring colleagues to ensure excellent teaching of geography.

**Responsible for**

* Teaching staff and other relevant personnel within the department
* Raising standards in the faculty
* Developing learning and teaching within the faculty.

**Function:**

We are looking for someone who is passionate about Geography with the ability to communicate their enthusiasm in an inspirational way, both to staff and to students. The successful applicant will be able to demonstrate great teaching and inculcate the skills necessary for excellence across all key stages and in examinations, whilst maintaining excitement and interest in the learning of mathematics. The successful applicant will be expected to lead on the teaching of GCSE courses within the subject. The successful applicant will support aspects of academy development work and will assure and ensure high quality teaching and learning in each mathematics classroom. The successful applicant will also be a driver for coherent CPD within the academy and will develop teachers in their department. All Heads of Department (HoDs) are expected to continue with their own CPD, and they will be supported in this area by the academy’ s senior leadership team (SLT) and the trust.

HoDs are expected to have the following attributes:

* A positive outlook which embraces risk and develops innovation and creativity in others
* Productive engagement in collaboration with others and partnership working, both within the academy and other collaborations beyond the academy
* Integrity, honesty, courage and conviction to achieve the best outcomes for all learners
* Resilience and perseverance in the face of challenges and change
* Be solution focused on all their leadership decisions and undertakings
* Drive an ambition for improvement, and so hold people to account and challenge underperformance

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|  | **Head of Department** |
| **Leading Teaching and Learning with the Designated member of SLT:** | * Excellent knowledge of pedagogy to ensure that learning is good or better in each classroom through coaching and the spreading of best practice. * Model new ways of teaching and learning and so demonstrates professional expertise. Uses department meetings and other planned opportunities to develop teaching and learning * Gain sophisticated self-evaluation evidence on which to build plans to improve outcomes. * Ensure that the leadership of each subject in the department leads to raised quality of teaching and, attainment and achievement. * Uses relevant meetings and other planned opportunities to develop teaching and learning within the department. * Knowledge of the Ofsted criteria for teaching and learning and ensuring that evaluations of this aspect are accurate and sophisticated. * Ensure that there is appropriate identification and implementation of provision to meet the CPD needs of colleagues and improve further their performance. * Applying knowledge of the subject leadership to select and implement appropriate monitoring activities to inform self-evaluation practices. * Identify and model good and better “behaviour for learning” strategies for consistent use throughout the department. * Contribution to the academy’s plan in relation to good or better care guidance and support. * Support and then monitor the department and individual staff in setting appropriately challenging targets for themselves and pupils. * Monitoring the provision and accuracy of data from internal assessments, so tracking the attainment and achievement of all pupils and groups of learners to ensure that they are on track reach their targets. |
| **Leading People with the Designated member of SLT**  **:** | * Good understanding of significance of interpersonal relationships and impact on outcomes. * Constantly developing self and others in ways to improve classroom performance and outcomes. * Good understanding of how CPD and Performance Management lead to sustained improvement in outcomes. * Searches for feedback about own performance from others so to improve further. * Promotes the sharing of best practice through coaching questioning and feedback to others * Constantly developing self and others in ways to improve classroom performance and outcomes. * Develops and supports systems to build capacity for teams. * Creates a culture which encourages ideas and contributions from others. * Can negotiate and manage conflict and provide appropriate support     The HoD is responsible to the Designated member of SLT for all teaching and learning issues and standards. |
| **Performance Management:** | * Line-manage staff in the subject – both teaching and non-teaching. * Support the designated member of SLT in ensuring effective performance management for staff. * Monitor and challenge professional standards within the department to ensure teaching improves continually * Develop the strategic goals of professional development within the department * Ensure equity in staff development |
| **Personnel:** | * Participate in selection of new staff * Carry out duties associated with the mentoring, coaching and development of staff * Support the process on threshold, UPS references, promotion, induction and ITT |
| **Quality Assurance:** | * To contribute to the Academy procedures for lesson observation. * To help to monitor and evaluate the curriculum area/Faculty in line with agreed Academy procedures including evaluation against quality standards and performance criteria. |
| **Duties and Responsibilities - General:** | * To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. * It will be necessary to work with information technology and associated systems in accordance with academy/Trust policies * To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post. * To carry out the duties and responsibilities of the post in compliance with the academy’s Equal Opportunities policies. * To maintain confidentiality and observe Data Protection and associated guidelines where appropriate. * To understand and comply with the academy’s environmental policies. * To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. |
| **Pupil Support Systems:** | * To help monitor and support the overall progress and development of pupils within the generic job description. * To act as a mentor and to carry out the duties associated with that role as outlined in the generic job description. * To contribute to citizenship and enterprise according to Academy policy. * To contribute to citizenship and enterprise according to Academy policy. To support the Academy’s Behaviour for Learning system so that effective learning can take place. |
| **Teaching:** | You are required to carry out the duties of a school teacher as set out in the relevant paragraphs of the current Teachers Conditions of Employment document. This includes:   * Teaching Geography in the Upper/Lower School and across the full ability range; following schemes of work, the National Curriculum and the relevant subject specifications. * Setting and marking work (including homework), in line with academy policy. * Monitoring and assessing pupils, in line with academy/faculty policy. * Actively promoting the academy’s high expectations and equal opportunities policy. |
| **Additional Duties:** | To play a full part in the life of the Academy community, to support its vision and ethos and to encourage and ensure staff and pupils to follow this example. |
| **Other Specific Duties:** | * Helping to maintain outstanding behaviour around the academy at all times by undertaking daily duties and providing pastoral support for pupils, as appropriate. * Undertaking any other responsibilities as required and attending assemblies on a regular basis. * Actively promoting the academy’s high expectations and equal opportunities policy. * Maintaining sound procedures for security, supervision, and maintenance of the school environment, ensuring that all safeguarding/health and safety regulations are met. * Modelling the highest standards of professional conduct, supporting and driving excellence in all practice within the academy; ensuring that Brownhills Ormiston Academy and the Ormiston Academies Trust is always presented positively within and beyond the academy * To continue personal development. * To engage actively in the performance review process. * To undertake any other duty as specified by STPCD not mentioned in the above. * To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. * It will be necessary to work with information technology and associated systems in accordance with academy/County Council policies * To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post. * To carry out the duties and responsibilities of the post in compliance with the academy’s Equal Opportunities policies. * To maintain confidentiality and observe Data Protection and associated guidelines where appropriate. * To understand and comply with the academy’s environmental policies. * To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Notes:**

All staff are part of a wider academy team. Everyone, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and students and being flexible in a demanding environment. On occasions the post holder may be expected to carry out additional tasks, as requested by the Principal and Governors, which are not specifically specified in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

This job role is subject to review with the post holder from time to time.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

*The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.*

Person Specification

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| **Essential Requirements** | Method of Assessment  A = Application  I = interview |
| 1. **Experience/Qualifications/Training** |  |
| 1. Qualified teacher status | A |
| 1. To have undertaken relevant CPPD during the last two years. | A |
| 1. To be an exciting and innovative classroom teacher | A & I |
| 1. To have successful teaching experience across KS3. | A |
| 1. To have experience of curriculum planning, devising schemes of work and managing a team of teachers. | A |
| 1. To have a minimum of 12 months experience of e-safety responsibility. | A |
| 1. **Abilities** |  |
| 1. The ability to lead, manage and work as a member of a team. | I |
| 2. The ability to motivate staff through personal influence, purposeful leadership and  concern for others. | I |
| 3. The ability to motivate and engage students in the learning process through personal  influence and concern for individual needs | I |
| 4. The ability to initiate, lead and manage on-going curriculum innovation to improve  teaching and learning. | A & I |
| 5. The ability to work to targets and monitor progress | I |
| 1. The ability to plan and organise high quality lessons | A & I |
| 1. The ability to assist in developing and implementing faculty policies and systems | I |
| 1. The ability to communicate effectively and build purposeful professional relationships with colleagues and students | I |
| 1. **Special knowledge** |  |
| 1. To understand the learning process and educational needs of youngsters | A & I |
| 2. To understand the personal, emotional and social needs of students | I |
| 3. To have a clear understanding of the statutory curriculum requirements of the specific  subject/curriculum area | I |
| 1. **Commitment** |  |
| 1. Commitment to the academy’s values and principles, aims and policies. | I |