



## ***JOB DESCRIPTION***

<b>POST:</b>	Assistant Head of Geography
<b>ACCOUNTABLE TO:</b>	Head of Geography
<b>RESPONSIBLE FOR:</b>	Professional duties which are common to all classroom teachers plus ensuring that there is continuous development of teaching and learning within the Geography department to guarantee the highest standards in accordance with the academy's vision and policies.
<b>JOB PURPOSE:</b>	To support teaching and learning development across all Key Stages To assist with faculty intervention strategies and monitoring To deputise for the Head of Department as required

### **Professional Responsibilities**

Within the academy's overall aims and policies, the Assistant Head of Geography will have the following specific responsibilities:

- Setting aims and objectives for KS3 and 4 Geography, in consultation with the Head of Geography
- Directly contributing to the development of Teaching and Learning in Geography
- Supporting the Head of Geography with the day to day resourcing and monitoring of Geography
- Support the Head of Geography with the development of fieldwork throughout the curriculum, including new opportunities in KS3 and 4 where appropriate.
- Support with the analysis of KS3 - 5 data and implementation of intervention strategies where applicable

### **Teaching & Learning:**

- Ensuring that appropriate schemes of learning are drawn up and implemented by members of the department in the appropriate Key Stage
- Co-ordinate the assessment of student progress, ensuring robust and reliable data can be collected
- Assist in the arrangement of teaching groups and teacher allocation within the department
- Model good practice through teaching and learning and through assessment practice
- Support the Head of Geography with the monitoring of Teaching and Learning and implementation of instructional coaching.
- Maximise opportunities for educational enhancement through enrichment activities
- Create a positive climate for learning
- Ensure needs of all students are met

### **Performance Management**

- Performance management review, including the monitoring of teaching and learning within the department
- Foster a positive team spirit
- Support areas of weakness in line with academy policy
- Celebrate strengths
- Set challenging but realistic objectives
- Ensure needs of academy are reflected in any action planning and development

### **Knowledge, Skills & Experience**

- Keep up to date with developments relating to the Curriculum Area and Key Stage
- Show a commitment to your own professional development
- Develop and maximise use of ICT, including the use of GIS within the curriculum
- Ensure statutory requirements are met

#### **Academy Policy**

- Contribute to development of, and adherence to, academy policy
- Represent the department at internal and external networking meetings
- Support the academy vision and ethos
- Assist in the leading of strategic developments within the department including contributing to the Subject Improvement plan which contributes to the Academy Improvement Plan

#### **Personnel**

- Identify and support Continuing Professional Development (CPD) needs of others
- Participate in the selection of new staff
- Delegate responsibilities as appropriate
- Communicate effectively to all members of the team
- Ensure appropriate support is given to team members when required
- Meet in accordance with calendared meetings and with line managers

#### **Student Outcomes**

- Set targets for attainment for KS3 and 4
- Support the Head of Geography with the monitoring and analysis of this data, feeding into the department development plan.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

May 2024