



## HEAD OF GEOGRAPHY- Permanent Contract

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### JOB DESCRIPTION

<b>Job Title</b>	<b>: Head of Geography</b>
<b>Responsible to</b>	<b>: Deputy Headteacher</b>
<b>Responsible for</b>	<b>: Geography Department</b>
<b>Contract</b>	<b>: Permanent</b>

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

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#### 1. TITLE AND GRADE OF POST

Head of Geography – Main Pay Scale / Upper Pay Scale (dependent on experience) plus TLR 2b.

#### 2. PURPOSE OF THE JOB

To lead the department and to secure high quality learning which allows students to fulfil their potential, achieve improved standards of teaching and attain outstanding outcomes in external examinations.

#### 3. RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters, to the Assistant Headteacher/Curriculum Lead in respect of curricular matters and the Heads of Year in pastoral matters.

#### 4. LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

#### 5. PARTICULAR RESPONSIBILITIES

The main duties of the post will include:

- a) **Leading and managing Geography at both Key Stage 3 and 4.**
- b) **Direct responsibility for all attainment in Geography at Key Stage 3 and 4.**
- c) **Development of the staff in the Geography department.**
- c) **Direct responsibility for the Departmental Quality Curriculum Leader's File in Geography.**

These duties will require you to:

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE level.
- Evaluate and enhance the Geography curriculum.
- To develop and review the syllabus, resources, marking and assessment policies and teaching and learning strategies in the department.
- To have direct responsibility for results at Key Stage 4 for Geography related courses.
- In conjunction with the Examinations Officer ensure all information is completed accurately for Controlled Assessments and Examination Entries in Geography.

- Use data effectively in order to set and monitor targets for individual students and implement appropriate intervention strategies such as support and revision lessons in Geography in order to raise standards of student attainment and achievement at KS4.
- Evaluate the teaching of Geography and use the analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching in the department.
- Record and analyse national, local and school data and report results to Line Manager, plus research and inspect evidence to inform policies, practices, expectations, targets and teaching methods.
- Co-ordinate the Standardisation of centre based assessment materials and ensure all students achieve or exceed their FFTD targets.
- To develop challenging materials for all students at Key Stage 3, including in high prior attainment (formerly G&T) To be responsible for HPA/students progress and ensure challenging targets are met or exceeded.
- Set Geography work for absent colleagues.
- To be responsible for analysing summative data to help inform our medium and long term planning. To be responsible for publishing the findings of data analysis in a way that is accessible and useful.
- To be responsible for leading subject meetings. To help in the administration of those meetings through the distribution and drafting of minutes. Ensuring all official documentation is efficiently distributed to parties concerned and that documents (minutes, agenda etc.) are stored on the department's area on the school system.
- To liaise with HE providers in the delivery of the ITE programme and the shared mentoring of trainees.

## **OTHER ACCOUNTABILITIES**

### **2. Support the development of the subject**

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated Geography curriculum for all students studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- Be responsible for the formulation of department's policy, aims and objectives which relate to National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Lead the Geography Rewards and Awards Schemes.
- Actively participate in promoting and implementing the relevant sections of the Geography Departmental Action Plan and ensure that your team is clear about action to be taken, timescales and criteria for success.

### **3. Teaching and Learning**

- Monitor the progress made towards the Geography Departmental Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all students, including those of high prior attainment and those with special educational or linguistic needs.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students in Geography.

- Lead the Monitoring and Evaluation of teaching and learning in Geography.
- To ensure the department's assessment and homework policies conform to school policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvements.
- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work.

#### **4. Leading and Managing Staff**

- Support teachers to build constructive working relationships with students, parents and other staff.
- Lead the Geography team to engage, inspire and motivate students to maximise their enjoyment of, and progress in Geography.
- Lead professional development of teachers through methods such as leading by example, coaching, and by involving others such as LEA consultants.
- Lead the professional development of all staff, including TAs, to regularly provide bespoke departmental training opportunities during meetings, twilights and other sessions.
- Work with the SENDCO, pastoral team, senior team, outside agencies and any other staff to ensure students' work and subsequent standards to attain desired levels.

#### **5. Efficient and effective deployment of staff and resources.**

- Access appropriate resources for Geography to ensure that they are used effectively, efficiently and safely.
- Support the effective and efficient management and organisation of learning resources, including information and communications technology.

#### **6. Additional Specific Responsibilities.**

- To attend and participate in team meetings, staff meetings, open evenings, parents' evenings and student performance evenings. This will always be in line with directed time and the school calendar.
- Engage actively in the performance development process of the school.
- To uphold the school policies for students, especially in relation to the behaviour and uniform regulations.
- To undertake any other reasonable duties as may be agreed from time to time.

#### **General Responsibilities:**

- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training, professional learning activities and performance development as required.
- To continue own professional development in relevant areas including subject knowledge and teaching methods.

- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the Academy.**

**PLEASE NOTE:**

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

**Information for all applicants / post-holders:**

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

<b>Signed:</b> <i>Post holder</i>	<b>Date:</b>
<b>Signed:</b> <i>Headteacher</i>	<b>Date:</b>