



Headteacher: Miss Caitlin Macrae

Job Description: Head of Department: Geography

1. **Title and Grade of Post:** **Head of Department: Geography**
 TLR 2b
 Responsible to Headteacher

2. **Professional Responsibilities**
 - 2.1 to support the school's aim to promote the improvement of standards of teaching and learning, and to support those policies and procedures laid down by the Headteacher;
 - 2.2 to teach students within the school;
 - 2.3 to lead and develop the department through management of the team;
 - 2.4 to carry out such other associated duties as are reasonably assigned by the Headteacher.

3. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. **Relationships**
 - 4.1 the post holder is responsible to the Headteacher;
 - 4.2 the post holder is responsible to the Leadership Team in respect of the departmental timetable and curriculum development;
 - 4.3 the post holder supervises the teaching and associate colleagues allocated to work in the department;
 - 4.4 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of the school's aim to improve the quality of teaching and learning.

5. **Particular Responsibilities**
 - Curriculum**
 - 5.1 to raise standards of student attainment and achievement within the Geography department;
 - 5.2 to be accountable for student progress within the Geography department;
 - 5.3 to give leadership to the department and to be responsible for the planning, effective implementation and regular review of the curriculum;
 - 5.4 to co-ordinate the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment;
 - 5.5 to liaise with the Leadership Team to ensure that whole school developments are incorporated in the work of the department;
 - 5.6 to construct, implement and be responsible for the delivery of the Department Improvement Plan;
 - 5.7 to liaise with other departments/faculties in order to establish and maintain curricular cohesion and continuity and to work with Learning Support to secure full opportunity for all students including the implementation of EHCPs and other reasonable adjustments;
 - 5.8 to enable departmental/faculty colleagues to keep abreast of new developments and to keep the Headteacher and Leadership Team advised of these.
 - Management**
 - 5.9 to advise the Headteacher and the Leadership Team on the aims, policies and procedures of the department, and the resources that are required to implement departmental aims;
 - 5.10 to regularly liaise with the Leadership Team, to chair regular departmental meetings, and to represent the department at other meetings convened by the Headteacher;



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- 5.11 to maintain efficient and effective control of the department's budget;
- 5.12 to promote the effective use of the department's rooms, facilities and equipment, proper maintenance of the materials and fabric of the department, and the observance of relevant health and safety regulations;
- 5.13 to ensure that departmental areas present a stimulating environment;
- 5.14 to assist the Headteacher and/or the Leadership Team member in the preparation of reports relating to the work of the department, including the progress of students, and to make contributions to materials published about the school. This may include the analysis of data or the collation of evidence;
- 5.15 to ensure that appropriate arrangements are in place when departmental colleagues are absent;
- 5.16 to lead, organise and evaluate peer-led monitoring of teaching and learning in the department;
- 5.17 to allocate students to teaching groups within the department according to school policy in consultation with members of the department and to provide up-to-date staff teaching groups lists;
- 5.18 to be responsible for the conduct and behaviour of students within the department and to support colleagues within the department;
- 5.19 to establish and oversee departmental examination policy and both internal and external assessment procedures with the agreement of the Leadership Team;
- 5.20 to oversee student subject reports and reporting at parents' evenings;
- 5.21 to oversee the work of all members of the department, including homework, marking, assessment and evaluation;

6. Staff Development

- 6.1 to assist in the selection for appointment and in the further professional development and training of colleagues in the department, including those responsibilities associated with the induction and assessment of new and newly qualified members of staff;
- 6.2 to support departmental colleagues in matters of student welfare and discipline and to develop appropriate support strategies and referral systems in accordance with general school policy;
- 6.3 to support the work and professional development of trainee teachers where responsibility for initial training arrangements have been agreed;
- 6.4 to carry out the annual cycle of appraisal review in accordance with school policy, agreeing and monitoring targets as team leader for the department.

7. School Leadership

- 7.1 contributing to the well-being and development of the school including the supervision of students, the guidance of teachers, and consultation with the Leadership Team and other senior colleagues as appropriate;
- 7.2 leadership of a staff working within the Geography department, in accordance with school policy;
- 7.3 leadership of the whole school cross curricular literacy developments and policy.
- 7.4 to carry out any other reasonable duties as may from time to time be requested by the Headteacher.

This job description issued April 2021 may be amended at any time by agreement, but in any case will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.