



Arden Multi Academy Trust – Job Description for Head of Department

POST : Head of Geography
Full time

GRADE: MPR/UPR TLR 2b

LINE MANAGER: Assistant Headteacher

Principal responsibilities

- To raise standards of student attainment and achievement within the Geography curriculum area and to monitor and support student progress
- To be accountable for student progress, attainment and development within Geography at all levels: A Level, GCSE, Geography at KS3/4.
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the Academy and the curricular policies
- To be accountable for leading, managing and developing Geography
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio
- Liaison with Senior leadership team, other Heads of Department, student Support Services and relevant cross-Academy responsibilities, relevant associate support staff, parents

Main Duties

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department
- To regularly review and evaluate the Geography curriculum
- The day-to-day management, control of course provision with the department, including effective deployment of staff and physical resources
- To actively track and monitor student progress putting in place strategies where appropriate to support improved progress
- To implement Academy Policies and Procedures, for example equal opportunities, health and safety, accommodation strategy etc.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the Academy
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area section of the SDP and the aims and objectives of the Academy.
- To keep the department SEF updated in order to evaluate progress and support forward planning
- To link with the Heads of Key Stage to ensure that the work in the curriculum area fully reflects the Trust's distinctive ethos and mission

Curriculum Provision

- To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Evaluation
- To objectively evaluate the curriculum and identify development areas on a regular basis, evaluating the effectiveness of intent implementation and impact.

Curriculum Development

- To lead curriculum development for the whole department
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies
- To share responsible for the development of Numeracy across the Academy with the Assistant Headteacher i/c Numeracy
- To ensure that the development of the subject is in line with national developments

Staffing

- To work with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of any support staff
- To undertake Appraisal Reviews and to act as reviewer for staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the Academy's ITT programme
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model

Quality Assurance

- To monitor the quality of teaching & learning in the department
- To establish the process of the setting of targets within the department and to work towards their achievement
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the Academy procedures for lesson observation
- To implement Academy quality procedures and to ensure adherence to those within the department
- To monitor and evaluate the curriculum area in line with agreed Academy procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan

Management Information

- To monitor the effectiveness of teacher feedback across the department
- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- To make use of analysis and evaluation of performance data provided

- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports on examination performance, including the use of value-added data
- To provide the Governing Body with relevant information relating to the departmental performance and development

Communications

- To help ensure that all members of the department/curriculum area are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner Academy's, Higher Education, industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the Departments views and interests

Marketing and Liaison

- To contribute to the Academy liaison and marketing activities eg. the collection of material for press releases/newsletter/social media
- To contribute to the development of effective subject links with other schools within the Trust and the community, attendance where necessary at liaison events in partner Academy's and the effective promotion of subjects at Open Days/Evenings and other events
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Deputy Headteacher i/c Teaching and Learning in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To role model and promote the Arden values through all activities and directing the students through tutor time
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description where required
- To contribute to PSHE, citizenship and enterprise according to the Trust policy
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place

Teaching

- To undertake an appropriate programme of teaching, reflecting the responsibilities of the role, and in accordance with the duties of a standard scale teacher

Additional Duties

- To play a full part in the life of the Academy community, to support its distinctive mission, ethos and to encourage and ensure staff and students follow this example

Other Specific Duties

- To make a contribution to the wider life of the school: enrichment activities, clubs, educational visits, support activities, assemblies
- To lead departmental meetings, set agendas and minutes
- Carry out appraisal for staff within the department and ensure appropriate CPD is available
- To continue personal development as agreed
- To undertake any other duty as specified by STPCD not mentioned in the above

Academy Improvement Responsibility

- To manage the process and structure of the Academy Development Plan in direct management of the Associate Headteacher
- To contribute to the Leadership Group of the Academy determining strategy and direction for future improvement

General Duties

- (a) To carry out a share of supervisory duties in accordance with published rosters
- (b) To participate in the meetings arranged with colleagues, parents and others, relative to the above duties
- (c) To cover for absent colleagues as agreed in the academies cover policy
- (d) To participate in arrangements made for the Appraisal under the Trust scheme for the appraisal of school teachers
- (e) To participate in pupil review
- (f) To travel between educational establishments as required by the role.

Continuing Professional Development - personal

1. In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to academy efficiency, which may lead to improvements in the day-to-day running of the academy.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Approved by: Associate Headteacher	Revision Date - 25/3/2021
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