

## **Job Description - Head of Geography**

### **Leadership responsibilities**

- Lead the department with vision and ambition to ensure the highest quality of education in Geography across Key Stages 3-5.
- Strategically lead on improving progress and attainment in Geography.
- Strategically lead on curriculum development in Geography across all key stages to ensure the delivery of a high quality, aspirational curriculum that promotes the acquisition of knowledge and development of deep understanding, to support excellent progress and attainment for all students.
- Ensure that well planned schemes of learning are in place with the accompanying resources to meet the academic needs of all students.
- Lead the implementation of a strategic department development plan and regularly engage with high quality assurance to monitor impact, evaluating success and identify further areas for development.
- Build high quality relationships with parents/carers, the Trust and the wider community.
- Regularly monitor the progress of pupils using appropriate data and lead the raising attainment process across the department.
- Seek opportunities to work collaboratively with stakeholders across the Trust and the wider education community.

### **Teaching & Learning**

- Lead on ensuring the whole school teaching and learning priorities are embedded across the Geography department.
- Be a highly effective classroom practitioner who is able to model high quality teaching and learning to teachers within your subject area and across the wider school community.
- Keep up to date with current research in teaching pedagogy and curriculum developments in Geography.

### **Behaviour and Ethos**

- Be a positive role model for staff and students.
- Promote and develop high standards in behaviour for learning across the school.
- Support staff in the department to uphold the highest expectations, are aware of and comply with the policies and procedures relating to behaviour, safeguarding, health & safety, equal opportunities, confidentiality and data protection.
- Communicate with parents in a professional manner at all times, promptly responding to parental enquiries by telephone, letter or email as appropriate.

## Person Specification – Head of Geography

<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good honours degree</li> <li>• Experience in a Secondary setting</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Clear vision and ability to lead and develop aspects of the department development plan</li> <li>• Commitment to developing a school ethos focussed on raising attainment and promoting excellence</li> <li>• Commitment to build and manage high performing teams</li> <li>• Production and implementation of appropriate improvement plans and policies</li> <li>• Clear knowledge and understanding of the implications of current educational developments relevant to specific areas of responsibility</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Full knowledge of Geography National Curriculum</li> <li>• Placement of learning at the centre of strategic planning, monitoring and evaluation</li> <li>• Ability to make sound judgements about the quality of teaching and learning</li> <li>• Excellent classroom practitioner</li> <li>• Excellent understanding of pedagogical issues including latest research and inspection findings</li> </ul>
<b>Raising Standards</b>	<ul style="list-style-type: none"> <li>• Ability to use data effectively to understand the strengths and weakness of the department and inform appropriate actions</li> <li>• Ability to address performance issues, discuss relevant issues and achieve a resolution.</li> <li>• Proven track record of achieving excellent outcomes</li> </ul>
<b>Developing self and working with others</b>	<ul style="list-style-type: none"> <li>• Ability to set appropriate and challenging targets for self and others.</li> <li>• Ability to make decisions</li> <li>• Understanding when to consult or seek advice and be responsive to feedback</li> <li>• Ability to coach, mentor and lead others</li> <li>• Highly effective communication skills</li> </ul>
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to enthuse and motivate others</li> <li>• Ability to prioritise</li> <li>• Ability to work under pressure, remain calm and focussed</li> <li>• Resilient and energetic</li> <li>• Dynamic, positive, creative and reflective</li> <li>• Open and approachable</li> <li>• Conscientious, honest and reliable</li> </ul>