



Better Never Stops



# Position:

## Subject Leader for Geography

# Welcome to Waingels

## Job Description – Head of Subject for Geography

The Subject Leader will motivate and inspire students, staff, parents and carers and the wider community to ensure every student achieves their full potential and is equipped to take advantage of a range of opportunities.

The Subject Leader will work with the Headteacher, Governing Body and the wider community to provide professional leadership, vision and direction for the school.

**Responsible to:** Assistant Headteacher

**Responsible for:** Teaching staff

**Liaising with:** Headteacher, Deputy Headteacher/Assistant Headteacher, other Team Leaders, Intervention and Inclusion and relevant staff with cross-school responsibilities, relevant support staff, Local Authority, staff and parent/carers

## Job Purpose

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To assist in the implementation of the behaviour management system in the area so that effective learning can take place.
- To be accountable for student progress and development within the **Geography** department.
- To develop and enhance the teaching practice of others to ensure all teaching is good or better.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy a significant number of teaching and support staff and financial and physical resources within the curriculum area to support the designated curriculum portfolio.

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# Head of Subject for Geography

## Subject Leader Job Purpose Continued

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## Main (Core) Duties

### Staffing

#### Staff Development: Recruitment / Deployment of staff

- To work with the Assistant Principal 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 the curriculum area's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated curriculum area
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the **Geography** department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.
- To nurture staff and encourage them to aspire to the highest achievement of all their children.

#### Curriculum Provision

- To liaise with SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective Curriculum programme which complements the School Development Plan/School Self Evaluation.
- To be accountable for the development and delivery of their subject area.

# Head of Subject for Geography

## Curriculum Development

- To lead curriculum development for the whole curriculum area.
- 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 SLT to maintain accreditation with the relevant examination and validating bodies
- To be responsible for the development of Key Skills (including Literacy and Numeracy) in their subject area
- To ensure that the development of their subject is in line with national developments

## 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 act as a Form Tutor and carry out the duties associated with that role as outlined in the generic teacher job description.
- To contribute to personal development according to school policy.
- To ensure the Behaviour Management system is implemented in the subject area so that effective learning can take place

## Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the designated area.
- The day-to-day management, control and operation of one curriculum area.
- To actively monitor and follow up student progress
- To implement school Policies and Procedures, for example Equal opportunities, Health and Safety, Bullying etc
- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to aims, objectives and strategic plans of the school.
- To lead and manage the business planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of the students within the subject area, SEF, SDP and the aims and objectives of the school
- To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the School's Health & Safety Manager

# Head of Subject for Geography

## Teaching and Learning

- Challenge and support any practice that is not at least 'good'.
- Ensure that any whole school teaching and learning strategies are embedded across the key stage.
- Work with colleagues to ensure all students within **Geography** are offered a wide range of key stage appropriate teaching and learning styles.
- Have regard to the curriculum for the School, and with a view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to you.
- Review from time to time your methods of teaching and programmes of work and the impact on student progress and standards of achievement.
- Consistently and effectively plan lessons and sequences of lessons to meet all students' individual learning needs.
- Use a range of appropriate strategies for teaching and learning classroom management

## Quality Assurance

### Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To ensure the use of analysis and evaluation of performance data.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To oversee exam entries within the area. To ensure examination assessment is accurately and properly recorded and the rules relating to exams are adhered to.

### Communications

- To help ensure that all members of the curriculum area are familiar with its aims and objectives
- To ensure effective communication as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies

# Head of Subject for Geography

## Marketing and Liaison

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.
- To ensure the subject area of the School website is kept up-to-date and presents an informative and exciting image of the subject

## Management of Resources

- To assist the SLT to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other areas to ensure a sharing and effective usage of resources to the benefit of the school and the students

## Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## School Ethos

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The job description is a working reference document.

**May 2023**

# Personal Specification

<b>Head of Subject for Geography</b>		
<b>Teaching:</b>	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status and Degree in relevant subject	✓	
Proven track record of successful teaching judged good or better	✓	
High Level qualification in relevant subject	✓	
Record of Continuing professional development		✓
Good classroom practitioner using effective behaviour management and a range of learning strategies	✓	
<b>Professional Knowledge/Understanding:</b>		
Knowledge of current good practice in Teaching and Learning	✓	
Knowledge of Curriculum, including post 16 developments	✓	
Good knowledge of pedagogy, how students learn and teaching and learning styles	✓	
Knowledge of effective assessment strategies	✓	
Involvement in whole school initiatives		✓
Excellent classroom practitioner	✓	
Excellent ICT Skills	✓	
<b>Management:</b>		
Evidence of good student management and discipline	✓	
A commitment to raising standards and evidence where this has been achieved	✓	
Ability to develop effective professional relationships	✓	
Evidence of good organisational and planning skills		✓
Experience of Performance Management of colleagues		✓
Ability to interrogate departmental data to track pupil progress		✓
<b>General/ Personal Characteristics</b>		
An effective team member, but can think and work independently	✓	
Excellent relationships and able to motivate students and staff positively	✓	
Commitment to undertake personal and professional development	✓	
Commitment to support the ethos of the School	✓	
Strong interpersonal skills, with good sense of humour		✓

# Personal Specification

General/ Personal Characteristics Continued:	Essential	Desirable
Enthusiastic and ambitious		✓
Caring and committed professional	✓	
Willingness to be involved in the wider life of the school/extra curricular activities		✓
Experience of applying Child Protection and Safeguarding Policy	✓	
Ability to work effectively under pressure and meet tight deadlines	✓	
Creativity, energy and enthusiasm	✓	
Excellent records of punctuality, attendance, health		✓
Adherences to professional code of conduct and dress		✓
Flexibility and adaptability to change	✓	
Willingness to research, draw upon and implement good practice from elsewhere	✓	
<b>Committed to:</b>		
Notion of continuous improvements in all aspects of school life		✓
Inclusion and a positive, “can do” approach to learning	✓	
Supporting other staff in terms of expectations and behaviour management	✓	
Vision and personal drive for the future of inclusion	✓	
High level of student achievement/progress in own teaching	✓	
Flexible working practices/willingness to go that “extra mile”	✓	
Raising the profile of the <b>Geography</b> Department within the school and the community		✓
<b>Suitability to work with Children:</b>		
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with	✓	
Not barred from working with children	✓	



# Department & Curriculum Information

The Geography department is based in the Red Zone building which houses Humanities, Social Sciences, Business and Economics, Design and Technology and Computing. The building is modern, open and inviting and is continually being assessed for any areas which can be improved to support students and staff in delivering high quality teaching and learning. Geography has four classrooms assigned to it and these are resourced to support the delivery of effective lessons. Furthermore, we have a well-stocked store room which also houses centrally printed resources for lessons across KS3 and 4. We plan collaboratively within the department and lessons are shared, but teachers also have autonomy over their lessons and are welcome to amend central re-sources or create their own lessons based off the Schemes of Work.

Staff wellbeing is important to us and to support this there is also a large office space where teachers from all departments in Red Zone have a desk and draw space, as well as a kitchen area that is frequently used by staff during social times. These both help to create a very supportive cross-curricula working environment in Red Zone.

Geography is taught across all key stages. We strongly believe in a three-year Key Stage 3 and have taken significant time to create an engaging, relevant and knowledge-rich curriculum with traditional topics such as Rivers and Coasts, Population and Plate Tectonics,



intertwined with newer topics which build on student and staff interest, such as Disease and Human Health and Crime and Human Rights. Planning and curriculum development is a particular strength of the Geography department and our curriculum design has been used as a starting point to support other subjects in their own development.

At Key Stage 4 students follow the OCR B specification with 5 lessons a fortnight and 2 separate day fieldtrips to Oxford and Lulworth Cove in Year 10. At Key Stage 5 students follow the full OCR A-Level specification with 9 lessons a fortnight, with options for local and international fieldtrips. Geography has a strong track record with excellent results at GCSE and A-Level and recruitment at both KS4 and 5 is continuously increasing year on year.

We also teach Tourism at Key Stage 5, offering the Level 3 Diploma from the WJEC exam board, of which we have developed a close working relationship with.

Outside of the formal curriculum we offer a wide range of extra-curricular activities and opportunities for learning beyond the classroom and, looking beyond the pandemic, we hope to be able to start these up again as soon as it is appropriate. Some trips that we have regularly run in the past include the Natural History Museum, Studland Bay, Lulworth Cove, London Migration Museum, Oxford, Birmingham Back to Back Houses, Barcelona and our Easter five-day trip to Iceland every other year.

# Making Your Application

There are **FOUR** steps to making your application:

On the basis of the best information you have, **including a visit to our website on [www.waingels.wokingham.sch.uk](http://www.waingels.wokingham.sch.uk)** decide whether you are the right person for the job and the job is right for you.

Download a copy of our application form and complete it (only completed official application forms will be considered).

Provide a supporting statement (no more than two pages of A4) that addresses the following:

- The reasons why you have applied for this post
- How your experience, professional and personal values make you the right person for the job

Any further information you would like to add to your application

Submit your application form and attachments via:

Email: [JenJJN@waingels.wokingham.sch.uk](mailto:JenJJN@waingels.wokingham.sch.uk)

Post: Jane Jennings, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

Applications should be submitted as soon as possible. Applications will be reviewed as they are received and interviews arranged accordingly.

***The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students***