**Job Description – Head of Geography**

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| **Post Title:** | **HEAD OF GEOGRAPHY** |
|  | All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning’s policies and procedures. These standards set the expectations for good teaching practice alongside high standards of personal effectiveness. The Teacher Standards, along with this job description underpin the performance management of all teaching staff within the Academies. |
| **Purpose:** | * To lead and manage the Geography department in accordance with the Academy Improvement Plan. * Ensure the highest standards of learning, achievement and development for all students working within Geography. This will be achieved through clear and effective leadership of subject staff. |
| **MAIN ACCOUNTABILITIES** | |
| **To lead learning within the department through:**   * providing a vision for learning within the Geography department in line with that of the Academies; * leading on curriculum design and sequencing; * ensuring high standards of teaching, addressing any issues where teaching falls below the required standards; * ensuring high standards of learning, addressing any issues evident from data analysis, self review, or OFSTED inspection where learning falls below the required standards. This includes out of hours learning (homework); * ensuring that all courses have schemes of work that enable examination objectives and other whole school objectives to be met. Ensuring that those courses are appropriately resourced; * ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all attainment levels including those with Special Educational Needs and those who are identified as HPA; * supporting staff in dealing effectively with student behaviour in order to remove barriers to learning; * ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard; * ensuring value for money and the effective deployment of the department’s annual budget;   **To lead, train, support and manage department staff through:**   * ensuring that all new staff receive a comprehensive induction; Induction? * supporting the continuing professional development of department staff; * keeping up-to-date with relevant issues; Like? * facilitating the sharing of good practice through meetings and INSET; * annual Performance Management of colleagues under direct line management.   **To lead the relevant department's review and improvement planning work by:**   * analysing the examination results of students working within the subjects and agreeing and implementing action points; * contributing to the Academies annual self-review report (school SEF); * observing lessons through drop ins, learning walks and observation; * ensuring the effective use of self-review; * preparing improvement plans for the department | |

**As a teacher of your subject and a tutor you are expected to meet the following standards for a ULT Leader and Manager:**

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| **1. Knowledge and Understanding** | **2. Teaching & Assessment** |
| * continually update their knowledge and understanding of educational best practice across a range of areas; * contribute at a strategic level to whole school curriculum development; * understand the organisational and financial rationale of policies and plans with the Academies; * have a high awareness of behavioural strategies to be applied across the Academies; * promote the use and development of technology in order to achieve efficient and effective ways of working to improve pupil learning and achievement. | * act as mentors to other staff encouraging a learning culture; * effectively use lesson observation as a tool for enhancing the techniques of others in improving teaching and learning; * evaluate their own and others’ teaching constructively and use this to improve overall effectiveness; * analyse and articulate the craft of teaching and associated professional expertise and use this as a base for coaching others. |
| **3. Student Learning and Progress** | **4. Wider Professional Effectiveness** |
| * inspire and motivate pupils and staff to develop knowledge and skills; * lead and manage the development of processes to ensure improvements in pupil learning are monitored; * lead teams of other staff in the area of improved pupil learning and student achievement through the setting and monitoring of team goals. | * actively contribute to the creation of the school’s ethos and culture; * are seen as sources of expert advice both inside and outside the school and are recognised as leaders in their field; * they raise the profile of the school in the community, are aware of and contribute positively to ULT’s objectives. |
| **5. Professional Characteristics** | |
| ULT leaders and managers have high level coaching skills, set challenging targets for colleagues and provide support for those to be achieved, creating an atmosphere of continuous professional development.  They seek ways to develop and enhance their own leadership and management skills, taking ownership for their personal development. | |
| **Other Specific Duties**: | |
| * To play a full part in the life of the Academies, to support its distinctive mission and ethos and to encourage staff and students to follow this example * To promote actively the Academies Policies & Procedures * To continue personal development as agreed * To comply with the Academies Health and Safety policy and undertake risk assessments as appropriate * To undertake any other duty as requested by your Faculty Leader or Senior Leadership Team   To comply with the Academies procedures concerning safeguarding and to ensure that training is accessed | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers  Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students | |

**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**  Qualified teacher status.  Appropriate degree or equivalent qualification in Geography. | Further professional qualifications, eg MEd or MBA. | Interview  Application Form  References  Proof of Qualifications |
| **Experience:**  Proven experience of successfully leading initiatives and improvements which had measurable impact on standards.  Experience of driving forwards and achieving very high standards and challenging existing practices and levels of performance.  Experience of establishing, reviewing and monitoring progress and achievement.  Experience of monitoring and evaluation at whole school level.  Experience of leading change processes at a pace.  Experience of development planning at a strategic level.  Experience of leading the development of learning and teaching.  Experience of leading and managing teams to the achievement of common goals.  Experience of managing a complex workload of competing demands. |  | Application form  Interview  References |
| **Skills and ability:**  Excellent classroom practitioner with a wide range of teaching skills.  Ability to contribute to the development, communication and implementation of a shared vision and values within the Academies.  Ability to actively contribute to the strategic development of the Academies.  Ability to contribute to the development, embedding and management of policies within the Academies.  Ability to identify and share strategies to promote progress for groups of students.  Ability to inspire, support, challenge, motivate and empower others.  Ability to use data to track progress across time and identify patterns/trends.  Ability to plan for, lead and evaluate staff development.  Ability to effectively establish, monitor and achieve challenging objectives.  Ability to plan in the short, medium and long term. |  | Interview  Application Form  References |
| **Disposition/Attitude:**  Exceptional written and verbal communication skills with the ability to successfully engage with people at all levels.  Ability and willingness to support and challenge colleagues on a personal and professional level.  Ability to work successfully within a team and to engender a mutually supportive work environment.  High level of initiative and self-motivation.  Creativity with a desire to be innovative.  High level of integrity and discretion. |  | Interview  Task  References |
| **Commitment and other requirements:**  Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS)  Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people.  Excellent attendance record. |  | Application form  Interview  References |