



HEAD OF GEOGRAPHY

Start date: September 2022
Contract: Permanent, Full Time
Salary: MPS/UPR + Fringe + TLR

OVERVIEW

Glebelands School is looking to appoint an enthusiastic and dynamic candidate with relevant experience to lead our successful and thriving Geography Department. We need a Head of Geography, with a commitment to excellence and a focus to develop a love for Geography at all levels. The successful candidate will balance a determined work ethic and strong academic rigour with good humour and positivity.

This is a great opportunity for someone who has experience but is ready to take on the responsibility of being a leader, or a current Head of Department who is looking for a new challenge.

The successful candidate will:

- Be an excellent classroom practitioner with the ability to inspire both students and staff
- Have the ability to raise attainment through vision, commitment and the determination to drive forward standards
- Have excellent leadership skills
- Be able to communicate with all stakeholders to effect change

We are looking to recruit someone with the energy and drive to play a key role in our school improvement. We strongly believe that we must all continue learning from each other and will therefore be appointing a high quality individual who is not afraid to take risks and who will always look to improve and share practice with colleagues.

Accountable to:

SLT Line Manager and Headteacher

We can offer:

- A competitive salary, dependent on experience
- A strong vision of excellence underpinned by innovation and best practice
- A commitment to Continuous Professional Development
- A supportive, collaborative Senior Leadership Team who are passionate about education and welcome ideas
- A happy, busy and purposeful environment
- A friendly, supportive, respectful school community where all staff and students are known to each other



Glebelands
Respect and Achieve



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KEY ACCOUNTABILITIES

The post holder is required to meet the following criteria through their working practices as outlined below:

- Impact on the progress of students in their subject beyond that of a subject teacher.
- Lead, develop and enhance the teaching practice of teachers in their subject team.
- Lead, manage and develop their subject area across the school.
- Line manage the performance of members of their department in line with school policy.
- Be actively involved in at least one whole school initiative involving leading research, sharing good practice and/or taking an active role in whole school INSET or training days.

LEADERSHIP:

- Lead and manage all staff in Department including termly lesson observations and written improvement targets set in line with the (revised) Appraisal Policy and Teacher Standards. Develop and coach staff ensuring that all department teachers have feedback on classroom practice and targets for improvement.
- Deploy staff equitably and in a way that ensures classes are shared effectively across the department.
- Ensure that Departments meet regularly, use performance data, monitor and forecast expectation and devise effective strategies for improvement.
- Ensure that all members of the department are aware of and engage in professional learning opportunities within the school as part of their CPD.
- Ensure all members of the department are aware of school and department policies through the handbooks.
- Ensure that all students irrespective of age, ability, gender or ethnicity are given equal access to learning throughout the department.
- Ensure that the progress of all students is monitored regularly in line with school assessment periods and when appropriate individual or group intervention takes place to raise achievement.
- Ensure that learning opportunities promote the aims and vision of the school.
- Consult with the department staff in devising the department development plan and monitor and evaluate targets regularly.
- Keep abreast of national developments in the subject area and guide the rest of the department through subject and scheme of work reviews.





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CURRICULUM:

- Ensure curriculum development is in line with national and agreed school policies.
- Ensure that homework and other learning information and tools are available on the VLE and provide the relevant information for school publications.
- Ensure that there are extracurricular opportunities for student development in clubs, extension classes, revision activities etc.
- Ensure departmental policies are communicated to staff, students and parents where relevant.
- Explore and develop new ways of teaching and share good practice as appropriate.
- Ensure all assessment and reporting is completed, checked and delivered on time.

COMMUNICATION:

- Ensure that parents and students are aware of controlled assessment deadlines (coordinated by Heads of Achievement) and exam entry policies/procedures for any ICT subject.
- Participate in parent evenings and events that give parents and students the information they need to improve progress and achievement.
- Establish a learning relationship with parents by alerting them, and discussing with them, any difficulties prior to actions such as withdrawal from examinations, sanctions, relegation and promotion within sets etc.
- Develop possible new ways of working with parents via events, special evenings, taster courses etc.
- Ensure SLT is fully briefed and aware of any subject or department issues.
- Liaise with key staff including Learning Support and support staff as appropriate.
- Meet on a regular basis with the Line Manager (SLT link) to discuss department and school plans and ensure open communication.

STANDARDS:

- Ensure that standards of discipline are maintained in accordance with the school behaviour policy.
- Ensure staff get students into class promptly and are consistent in implementing the behaviour policy including high expectations of student appearance and respect for self and others.
- Deal effectively with under achievement using discussion with SLT and Head of Achievement home contact and sanctions where needed.
- Monitor standards of work ensuring work is marked regularly and to standards set out in the school marking policy.
- Monitor and evaluate department progress against the development plan targets.
- Take part in any other quality assurance procedures as required by the line manager.

Every Head of Department will also have the generic 'teaching responsibilities' of the school which covers the teaching and learning duties of a teacher in the school.





PERSON SPECIFICATION

QUALIFICATIONS

- Degree or equivalent in a relevant subject area.
- Professional teaching qualification.

KNOWLEDGE, UNDERSTANDING, EXPERIENCE & SKILL

- Extensive and successful secondary phase teaching experience across a range of ability.
- INSET relevant to current developments in Geography teaching.
- Experience of leading Geography teaching or learning development (eg in a scheme of work or best practice across a department).
- The relationship of Geography to the curriculum as a whole.
- Statutory curriculum requirements for Geography and the requirements for assessment recording and reporting.
- The characteristics of outstanding teaching in Geography and the main strategies for improving and sustaining high standards of teaching and learning.
- Using evidence (from a variety of sources) to inform expectations, set targets for improvement and strengthen teaching approaches.
- How to develop students' literacy, numeracy and ICT skills through Geography.
- The implications of the Special Educational Needs Code of Practice and Health and Safety requirements for teaching and learning in Geography.

ABILITY TO

- Manage a department budget and resources.
- Lead and motivate staff.
- Lead and manage staff to work towards common goals.
- Solve problems and make decision.
- Present information to parents and governors.
- Plan, implement, monitor and evaluate.
- Provide support and professional development for staff

PEOPLE AND RELATIONSHIPS

- Ability to relate to, and work successfully with, students of all ages and from all back grounds.
- Ability to inspire students and staff to achieve their very best.
- Ability to work well in a team and independently.
- Ability to communicate effectively, bot orally and in writing, with colleagues, students and parents

PERSONAL ATTRIBUTES

- Adaptability to changing circumstances and new ideas.
- Energy, perseverance and resilience.
- Commitment to the growth and future development of Geography at Glebelands.
- Clear vision of own professional future.
- Hardworking, with good personal organisation and time management.
- A sense of humour.

