



# Glyn School

Head of Geography

## Job Description

<b>Job Title</b>	Head of Geography	<b>Job Reference</b>	GS-HME-2803
<b>Location</b>	Glyn School	<b>Travel required</b>	No
<b>Level/salary range</b>	TLR 2.2	<b>Closing date for applications</b>	
<b>Job description</b>			
<b>Responsible for</b>			
Leading and supporting the learning, teaching, attainment, progress and achievement of students within Geography for both curriculum and extra-curricular.			
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>● To lead, manage and co-ordinate the strategic development of the Geography Department, in order to maintain outstanding and move towards exceptional achievement in the school</li> <li>● To lead, monitor and evaluate the innovation and development of learning and teaching strategies within Geography</li> <li>● To be accountable for student attainment and progress in Geography, ensuring every student achieves and exceeds their potential</li> <li>● To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach</li> </ul>			
<b>Key Accountabilities</b>			
<b>Student attainment and progress</b>			
<ul style="list-style-type: none"> <li>● Strategically lead the Department in ensuring the outcomes (attainment &amp; progress) of the students in the Department are outstanding</li> <li>● Ensure the majority of students are making rapid and sustained progress</li> <li>● Enable many children/students to exceed expected progress</li> <li>● Lead highly effective subject interventions</li> <li>● Lead appropriate steps to minimise students significantly underachieving</li> </ul>			
<b>Learning and Teaching</b>			
<ul style="list-style-type: none"> <li>● Lead the development of outstanding learning and teaching within the Department</li> <li>● Contribute to the development of the wider department learning &amp; teaching</li> <li>● Set expectations for staff and students in relation to standards of achievement and the quality of learning &amp; teaching</li> <li>● To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for Geography</li> <li>● To lead the planning and preparation of courses and lessons</li> <li>● To implement agreed school and department policies and procedures</li> <li>● To ensure the effective/efficient deployment of classroom support across the Department</li> <li>● To implement behaviour and engagement policies as agreed on whole school and Department level and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>● Reviewing, developing and refining schemes of work for the Department by leading and managing other staff in the Department to extend and improve current resources</li> <li>● Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum areas of the Department</li> </ul> <p>Promote the department area through out of hours activities</p>			
<b>Curriculum:</b>			

- To lead the department in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic direction
- To be accountable for the delivery of Geography extra curriculum

<b>Person Specification</b>		
<b>Job Title: Head of Geography</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Honours degree or equivalent	✓	
Qualified teacher status	✓	
Evidence of commitment to continuing professional development	✓	
Evidence of relevant post-graduate training		✓
<b>Professional and Experience</b>		
Strong track record of achieving outstanding student progress	✓	
Be an excellent practitioner	✓	
Ability to articulate and communicate a shared vision	✓	
Ability to form and maintain appropriate relationships and personal boundaries with staff and students	✓	
Excellent classroom management skills	✓	
Evidence of active involvement in school-wide provision or initiatives		✓
Evidence of raising student achievement	✓	
Evidence of strategic thinking	✓	
Evidence of successful involvement in behaviour improvement initiatives	✓	
Experience of involvement in developing and supporting colleagues through coaching, mentoring etc.		✓
Have overall understanding of National Curriculum and developments affecting secondary education	✓	
<b>Skills</b>		
Ability to use target setting	✓	
Ability to hold staff to account	✓	
Active involvement in curriculum development initiatives		✓
Ability to drive for improvements and challenging underperformance	✓	

Ability to develop and sustain successful relationships with staff and students	✓	
Ability to analyse data to effectively track student progress and specifically all sub groups	✓	
Experience of managing a budget		✓
Ability to communicate effectively with parents	✓	
Ability to recognise individual learning needs and ensure adequate curriculum provision	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Evidence of effectively using assessment data to inform learning and teaching	✓	
Evidence of consistent and constructive marking procedures	✓	
Willingness to offer after-school club/activity		✓
Evidence of involvement in pastoral care		✓

For a subject and curriculum overview, please visit our website [HERE](#)