

JOB DESCRIPTION

Post title	Head of Geography	Reporting to	SLT Line Manager
Location	West Bromwich Collegiate Academy	Grade	TMS/UPS + TLR 2.2
Contract type	Maternity Cover	Hours of work	Full Time

Post Summary

Safeguard and promote the welfare of children and young people and follow Academy and Trust policies, including the Staff Code of Conduct.

To lead the Geography Department in order to:

- Provide strategic and operational leadership for Geography at Key Stages 3 and 4.
- Secure high standards of teaching, learning, achievement, attendance and behaviour across the department.
- Develop an ambitious, knowledge-rich curriculum that inspires students and enables all learners to succeed.
- Monitor and drive student progress through effective use of assessment, intervention and quality assurance processes.
- Lead, support and develop colleagues within the department, fostering a culture of collaboration, accountability and continuous improvement.
- Contribute to whole-school improvement priorities and support the wider leadership of the Academy.

Duties and Responsibilities

Leadership and Management

- Lead and manage the Geography Department, ensuring high standards of teaching, learning and achievement.
- Develop, implement and evaluate a departmental improvement plan that aligns with Academy priorities.
- Monitor departmental performance and implement strategies to ensure continuous improvement in student outcomes.
- Lead departmental meetings and facilitate collaborative planning and sharing of best practice.
- Support and develop departmental staff through quality assurance activities.
- Manage departmental resources effectively to ensure maximum impact on student achievement.
- Promote Geography across the Academy and encourage student participation in enrichment opportunities, educational visits and fieldwork.

- Contribute to Academy self-evaluation and inspection preparation activities where appropriate.

Teaching and learning

- Lead the planning and delivery of a broad, balanced and ambitious Geography curriculum.
- Ensure schemes of learning are sequenced effectively and support progression of knowledge and skills.
- Model outstanding classroom practice and act as a lead practitioner within the department.
- Maintain high expectations for student achievement, behaviour, presentation and attitudes to learning.
- Ensure all students, including disadvantaged students and those with SEND, can access and succeed within the curriculum.
- Foster students' curiosity about the world and develop their geographical knowledge, understanding and skills.
- Promote literacy, numeracy and oracy through Geography.
- Embrace and promote the effective use of technology to enhance teaching, learning and assessment.
- Work collaboratively with colleagues across the Academy to support curriculum development and whole-school priorities.

Assessing and reporting

- Lead departmental assessment practices to ensure accurate and meaningful measurement of student progress.
- Analyse attainment and progress data to identify strengths, areas for development and trends.
- Implement and monitor effective intervention strategies to accelerate progress and close achievement gaps.
- Ensure assessment information is used effectively to inform planning and teaching.
- Monitor the quality of marking and feedback across the department.
- Oversee the setting of challenging targets for students.
- Provide regular reports on departmental performance to senior leaders.
- Build positive relationships with parents and carers and communicate effectively regarding student progress and achievement.
- Attend consultation evenings and relevant parental engagement events.

Standards and quality assurance

- Support the aims and ethos of the Academy to maximise the achievement of all
- Set a good example in terms of dress, punctuality and attendance
- Meet deadlines where given reasonable notice
- Attend and participate in open evenings and student performances

- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training
- Attend team and staff meetings

Pastoral

- Fulfil the responsibilities of a form tutor, if required.
- Support the academic, personal and social development of students.
- Monitor attendance, behaviour and wellbeing of students within the tutor group.
- Work collaboratively with pastoral leaders, SEND staff and external agencies where appropriate.
- Liaise effectively with parents and carers to support student success.
- Be vigilant in identifying and reporting safeguarding concerns in accordance with Academy procedures.
- Promote equality, diversity, inclusion and respect for all members of the Academy community.
- Use student performance and attendance data to identify concerns and ensure timely intervention.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and

victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.