



## KOINONIA FEDERATION JOB DESCRIPTION

<b>Job Title</b>	Head of Geography	<b>Location</b>	Peninsula Secondary Site
<b>Reports to</b>	Assistant Principal	<b>Function</b>	Middle Leadership

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>Lead and manage the Geography department, ensuring outstanding teaching and learning for all pupils.</li> <li>Develop teaching and learning through research-informed practice, modelling and embedding strategies that raise standards across all key stages.</li> <li>Inspire a love of Geography by developing pupils' curiosity, enthusiasm, and understanding of both physical and human geography.</li> <li>Promote high standards of achievement and progress in Geography across all key stages, ensuring all pupils are challenged and supported to succeed.</li> <li>Champion Geography within the school, building pupils' global awareness through an engaging and ambitious curriculum.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Provide strategic direction, vision and leadership for the Geography department.</li> <li>Oversee curriculum planning, delivery and assessment in line with national and school expectations.</li> <li>Ensure a balance of physical and human geography is taught with depth, breadth, and coherence across all key stages.</li> <li>Promote opportunities for fieldwork, trips and geographical enquiry, enabling pupils to make meaningful links between the classroom and the wider world.</li> <li>Monitor and evaluate teaching and learning, using data and evidence to identify strengths and areas for improvement.</li> <li>Support and develop colleagues within the department, including instructional coaching and regular line management.</li> <li>Organise and lead enrichment activities, clubs and wider opportunities to extend pupils' experience of Geography.</li> <li>Liaise with senior leaders to ensure effective use of resources and budget management.</li> <li>Contribute to whole-school initiatives, particularly in relation to teaching and learning.</li> <li>Develop extra-curricular opportunities for pupils in KS3.</li> <li>Promote and support the Christian ethos of the school in all aspects of work.</li> <li>Lead on local, national and international geography trips.</li> </ul>
<b>Joint Responsibilities</b>	<p><b>Strategic Leadership and Management</b></p> <ul style="list-style-type: none"> <li>Provide clear leadership and direction for the department in line with school priorities.</li> <li>Contribute to the effective day-to-day running of the school and wider leadership team.</li> <li>Support high standards of behaviour, discipline, and professional conduct.</li> </ul> <p><b>Working Within the Federation Vision and Values</b></p> <ul style="list-style-type: none"> <li>Promote and uphold the Christian ethos and values of the Federation.</li> <li>Foster strong relationships with parents, governors, the parish, and the wider community.</li> </ul>

	<ul style="list-style-type: none"> <li>Contribute to the school's reputation as a high-quality provider locally and regionally.</li> </ul>		
	<b>Educational Leadership and Management</b> <ul style="list-style-type: none"> <li>Lead curriculum planning, assessment and monitoring to secure excellent progress.</li> <li>Use data and evidence to evaluate impact and drive improvement.</li> <li>Support staff development, appraisal and recruitment within the department.</li> </ul>		
	<b>People Leadership and Management</b> <ul style="list-style-type: none"> <li>Lead and manage and support staff to improve teaching and learning.</li> <li>Contribute to effective deployment of staff and resources.</li> <li>Model professional standards and ensure accountability within the team.</li> </ul>		
	<b>Spiritual, Cultural and Environmental Leadership</b> <ul style="list-style-type: none"> <li>Embed Christian values within departmental practice and culture.</li> <li>Support the planning and delivery of collective worship and spiritual development.</li> <li>Promote pupils' cultural capital, character and wider personal development.</li> </ul>		
	<b>Financial and Business Leadership and Management</b> <ul style="list-style-type: none"> <li>Manage departmental budgets and resources efficiently.</li> <li>Ensure effective use of facilities, equipment and learning environments.</li> <li>Seek opportunities to develop resources that enrich learning.</li> </ul>		
	<b>Serving a Diverse Community</b> <ul style="list-style-type: none"> <li>Build positive partnerships with parents and carers to support pupil progress.</li> <li>Strengthen links with the local community, churches and external organisations.</li> <li>Encourage pupil leadership and promote inclusion, equality and diversity</li> </ul>		
		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications &amp; Experience</b>		
	Qualified Teacher Status (QTS)	✓	
	Degree in Geography or related subject	✓	
Leadership and management experience	✓		
Up-to-date knowledge of Safeguarding and Child Protection issues	✓		
Further professional qualifications or leadership training – NPQ's, MSc, PhD		✓	
Experience of contributing to departmental or whole-school leadership	✓		
Experience of leading safeguarding initiatives		✓	
<b>Skills &amp; Knowledge</b>			
Strong, inspiring leader who is a role model for staff and students	✓		
Ability to anticipate, lead and manage change	✓		
Experience leading trips nationally and internationally		✓	
Robust analytical and problem-solving skills	✓		
Strong knowledge of current educational research, curriculum and assessment best practice	✓		
Effective use of data to drive improvement	✓		
Strong written, verbal and interpersonal communication skills	✓		
Effective presentation skills, including accurate and clear writing	✓		
Intermediate skills in Microsoft Office (Outlook, Word, PowerPoint, Excel)	✓		
Skills in additional software and websites for assessment/timetabling		✓	

	<b>Teaching &amp; Pastoral</b>		
	Experienced teacher with proven classroom success	✓	
	Track record of improving pupil outcomes	✓	
	Ability to deliver outstanding lessons and inspire pupils across all key stages	✓	
	Pastoral experience with secondary students, demonstrating sensitivity and perception	✓	
	Ability to challenge and support a wide range of students	✓	
	<b>Personal Qualities</b>		
	High expectations for all pupils and staff	✓	
	Active and informed support of the Christian ethos and vision of the Federation	✓	
	Creativity, openness, enthusiasm, humour, patience, resilience and proportion	✓	
	Strong organisational skills, including time management and prioritisation	✓	
	Ability to maintain confidentiality inside and outside the workplace	✓	
	Commitment to equality, diversity and inclusion	✓	

#### Safeguarding

St Mary Magdalene C of E All Through School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and provide satisfactory references before taking up the post.

#### Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or marital status.

#### Additional Information

This job description is not exhaustive and may be subject to change. It will be reviewed regularly and may be amended after consultation with the post holder and in line with the needs of the school.