



The Shropshire Gateway Educational Trust

Job description: Head of subject Geography

Job details

Salary: UPR/ MPR pay range plus TLR 2A £3214 per annum

Hours: Fulltime

Contract type: Permanent

Reporting to: Humanities Faculty Leader

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD)
Meet the expectations set out in the Teachers' Standards
- Take specific responsibility and accountability for the day-to-day management and organisation of the Geography department and the intent, implementation and impact of the Geography curriculum.
- Assist in the smooth running of the school at all times

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils

- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Demonstrate best practice in Geography, using engaging strategies to boost classroom engagement
- Show knowledge of whole subject / Key stage curriculum, including latest developments
- Offer statistic and practical support to classroom teachers and staff within the subject
- To act as a Form tutor and undertake all of the responsibilities which come with this responsibility
- To contribute to extra curricular activities actively and effectively supporting the school ethos of 'more than just a school'

Teaching and learning responsibility

- Use professional skills and judgements to provide strategic and practical leadership in Geography
- Lead, manage and develop the Geography department, and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve standards within Geography across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils
- Provide strategic subject / Key stage leadership, showing up-to-date knowledge of sector trends and developments
- Review the curriculum as required, highlight areas where teaching can be broadened and attainment improved, and providing data to the Headteacher or others as required
- Be the voice of your department/subject, ensuring classroom teachers' experiences and opinions are represented within the school, including dealing with issues on a day-to-day basis

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Ensure teaching and learning within Geography is aligned with school ethos, identifying and procedural issues and providing workable solutions

- Provide leadership and learning within Geography aligned with school
- Provide leadership within Geography and ensure whole school values are represented and understood

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within Geography, sharing ways to improve subject teaching with others.
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Successful teaching experience • Evidence of professional development relevant to this role
Skills and knowledge	<ul style="list-style-type: none"> • Good knowledge of legislation and guidance on curriculum requirements • Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff • Excellent communication and organisational skills • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behavior management strategies • Good IT skills, including previous use of various school management systems. • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders

Personal qualities	<ul style="list-style-type: none">• High expectations for all pupils and belief in bringing out the best in all• Commitment to upholding and promoting the ethos and values of the school• Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to equality
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Notes:

This job description may be amended at any time in consultation with the postholder.

March 2024