

TORQUAY GIRLS' GRAMMAR SCHOOL



Name:	-
Job Description:	- Head of Geography
Salary Range:	- MPS/UPS + TLR 2B
Responsible to:	- Headteacher via appropriate member of SLT
Responsible for:	- All Geography teaching staff
Job Purpose:	- To lead and manage the Geography Department to ensure the most efficient deployment of the school's resources having due regard to the requirements of the national curriculum and the school vision and ethos. To facilitate and encourage learning which enables all students to achieve high standards. To promote and safeguard the welfare of all students.

OVERALL RESPONSIBILITIES

- To lead the Geography Department so that it is a dynamic and creative centre of excellence, promoting the development of students' academic success, character skills and self-esteem.
- To have overall leadership and management responsibility for the effective deployment of staff and resources.
- To have oversight of the academic progress and behaviour of all Geography students.
- To assess continually the suitability of our Geography provision for education in the 21st century and provide the vision and drive to oversee its development.
- To have an overview of the quality of teaching and learning within Geography.
- To play a full part in the life of the geography department to support its distinctive core purpose and to share this with the wider school community.
- To ensure activity in the Geography Department is consistent with whole school policies i.e., equal opportunities and school development plan.
- Take the lead for KS3, KS4 and KS5 delivery.
- To promote Geography beyond KS3 to maintain and encourage uptake in line with the national average at KS4 and KS5.
- To lead and take responsibility for delivery of fieldwork in line with exam specification requirements and contribute to wider provision of extra-curricular trips.

SPECIFIC RESPONSIBILITIES

Curriculum/Teaching and Learning

- To work closely with other relevant staff to develop the geography curriculum to reflect the emerging TGGS and national agenda for Geography provision.
- To represent the interests of the Geography Department at appropriate internal and external meetings, and to work with other organisations to increase the opportunities for students and raise the quality of provision within Geography.
- To monitor the quality of teaching and learning in Geography, through lesson observations, department reviews, and performance management.
- To use teaching methods which keep students engaged, including simulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- To set appropriate and demanding expectations for students' learning building upon prior knowledge and attainment.
- To support any TAs and other adults who may be assigned to the teaching group.

- Coordinate the provision of Geography through management of meetings, INSET, resources and fieldwork.
- To prepare reports as required for the Headteacher and Trustees on Geography development or initiatives.
- To ensure that the curriculum prepares students for the wider world and helps to develop key character skills.

Supporting Student Progress & Development:

- To monitor progress, behaviour, and achievement of geography students and implement intervention and raising achievement strategies to promote high levels of achievement for all students.
- To support all students with their progress and to facilitate good progress for SEND students through high-quality teaching.
- To promote and safeguard the welfare of all learners in Geography through working with all relevant agencies, inside and outside the school.
- To ensure that students records are consistently and accurately kept up to date to improve knowledge of student personal development, achievement, responsibilities and conduct.
- To guide and support students at key times during their academic career:
 - Induction Period
 - Course Selection
 - Preparation for School and public examinations
 - UCAS
 - Examination results days
 - Preparation for Further Education and the world of work
- To ensure that target setting and the use of value-added data steers further improvements in student achievements. Including:
 - To track the progress of students using internal and external data
 - To maximise student progress through intervention

Marketing

- To assist in effective recruitment and marketing strategies through Open Days, Press Releases and website information.
- To ensure appropriate communication with students and parents and other relevant agencies, if appropriate, regarding department events, fieldwork and trips.
- To work closely with the relevant staff to manage the promotion of Geography and the successful transition of students into Year 7 and 12 through the recruitment processes and the induction programme.

Administration

- To maintain efficient and effective control of the Geography budget and resources.
- To ensure a safe and secure working environment where Health and safety guidelines are adhered to.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.

Managing own performance and development

- To engage in continuing professional development both subject specific and pedagogical
- To maintain records of department CPD and identify future priorities

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here, as directed by the Headteacher. The above responsibilities are subject to the general duties and responsibilities contained within the current teachers' pay and conditions document and the conditions of employment including any current responsibilities the applicant has.

Signed: Date: