



Job Description

Post Title:	Head of Geography
Salary/Grade:	MPS/UPS plus TLR 2B (£5020), plus R and R for suitable candidate (£2000)
Working time:	195 days per year – Full time

Purpose:

- To raise standards of student attainment and achievement within the department and to monitor and support student progress
- To develop and enhance the teaching practice of others
- To manage the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Trust Board and Headteacher of the school
- To be accountable for leading, managing and developing the subject
- To be responsible for student progress and development within the subject area
- To effectively manage the human, financial and physical resources within the department to support the designated curriculum portfolio

Reporting to: The appropriate line manager

Responsible for:

- The management of all teaching and support staff within the department
- The provision of a full learning experience and support for pupils within the subject

Liaising with: Other Heads of Departments, SLT and representatives of external agencies and parents

Disclosure Level: Enhanced

MAIN (CORE) DUTIES

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the subject
- The overall management of the subject, including effective deployment of physical resources
- To ensure that planning within the subject reflects the needs of the pupils
- To provide work within the subject for absent colleagues
- To coordinate coursework as appropriate
- To coordinate provision of work for the long-term absence of pupils
- To manage the process of monitoring and follow up of student progress
- To implement school policies and procedures
- To manage the formulation of aims, objectives and strategic plans for the subject which have coherence

and relevance to the needs of students and to the aims, objectives and strategic plans of the School

- To ensure that Health and Safety policies and practices, including risk assessments, throughout the department, are in line with national requirements and updated where necessary

Curriculum

- To manage the delivery of an appropriate, comprehensive, high-quality, cross-curriculum programme which complements the School Improvement Plan
- To lead curriculum development within the subject
- To keep up-to-date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development at national, regional and local levels
- To maintain accreditation with the relevant examination and validating bodies

Staffing:

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To participate in staff selection interviews and recruitment process if required
- To manage the efficient deployment of classroom support
- To contribute to the ITT programme where appropriate
- To be responsible for personnel issues within the subject
- To manage the effective induction of new staff in line with new procedures
- To manage and motivate staff and develop teamwork to ensure effective working relations

Quality Assurance:

- To ensure the effective operation of quality control systems
- To follow the school's procedures for the setting and monitoring of targets within the subject and to work towards their achievement
- To manage the school procedures for lesson observation in the subject area
- To implement school quality procedures
- To monitor and evaluate the department in line with agreed school procedures, including evaluation against quality standards and performance criteria
- To implement modification and improvement programmes or plans where required
- To ensure that the department's quality procedures meet the requirements of the school self evaluation and the strategic plan producing reports as required
- Responsible for establishing common standards of practice and develop the effectiveness of teaching and learning styles

Management Information:

- To analyse and evaluate performance data
- To manage the appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- To monitor the production of monitoring reports within the quality assurance cycle for the department
- To produce reports on examination performance
- To manage the identification of exam entries
- To manage the maintenance of accurate and up-to-date information concerning the subject on the management information system

Communications:

- To ensure that all members of the department are familiar with its aims and objectives
- To manage effective communication/consultation as appropriate with all stakeholders
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To represent the department's views and interests
- To participate in, where necessary, liaison events in partners' schools, open days, parents' evenings etc

Management of Resources:

- To manage the available resources of space, money and equipment efficiently within the guidelines and procedures laid down; including deploying the department budget, acting as a cost-centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records
- To work with the appropriate line manager responsible for teaching and learning in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed
- To cooperate with other subjects to ensure the sharing and effective usage of resources to the benefit of the school and pupils

Pastoral System:

- To act as a form tutor if required
- To monitor and support the overall progress and development of pupils
- To monitor students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To ensure the implementation of the behaviour management system in the department so that effective learning can take place

Teaching:

- To teach, as directed by the Headteacher, and to carry out the professional duties and skills in accordance with the STPCD (School Teachers' Pay and Conditions Document)

Other Specific Duties:

- To be responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCD not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title