# **Head of Subject – Geography**

* KS3 – Year 7/8
* KS4 – Year 9-11 – Edexcel B Specification
* KS5 – Year 12-13 – A Level Edexcel

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| **Area** | **General duties** |
| **Leading/Managing staff** | * Support, encourage, monitor and appraise when necessary, colleagues with the subject group and department. * Assist subject teachers with their professional development. * Organise and lead subject meetings when needed (at least once per half term) * Supervising and advising on classroom teaching, particularly with trainees, new teachers and NQTs. * To ensure PMR arrangements are in place and maintained in the subject area (for staff line managed by you) * To ensure new teachers are monitored and supported within the subject. |
| **Data** | * To monitor regularly the work of subject team members, ensuring they are adhering to school policies including marking, classroom practise and homework setting. * To ensure that subject team members fulfil school requirements for reporting to parents and recording school data * To use data effectively to identify students who are underachieving in the subject and create a plan of action for them. |
| **Teaching and Learning** | * Planning SOW for all Key Stages within subject. This should be done in collaboration with other subject teachers but lead by the HOS. * Ensure that all students (full cohorts) are well prepared for exams, both internal and external. * To develop and support strategies to encourage students to choose to study subject at GCSE and A Level. |
| **Day-to-Day responsibilities** | * Be prepared to organise cover work in the event of staff absence Monitor colleagues use of SOW and ensure that course coverage occurs at an appropriate rate. * To be responsible for the day-to-day management of teachers within subject area. * Maintain a working knowledge of all pupils in each year group for exam cohorts to promote their progress and development * To communicate and disseminate relevant information to members of the subject team. * To liaise with HOF regularly to ensure smooth overall running of the faculty. * To organise after school revision groups and liaise with HOF/Parents about this |
| General responsibilities | * Promote subject within the school * To be responsible for the delivery of subject curriculum and the management of a team of teachers. * Consistently manage your own classes and promote high standards and expectations within your own lessons. |