# **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.
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| **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.
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| **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.
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| **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
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| 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.
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