

Job Description: Head of Geography

Responsible to	Head of Humanities
Responsible for (Line Manager of:)	Geography Department – Teaching staff and support staff within the department
Pay scale	Main/Upper pay scale + TLR 2.7 £5021
Liaising with	Headteacher/Deputy Head, other Subject Leaders, relevant staff with cross curricular responsibilities, students and parents.
Start date	June 2023 if not sooner
Part time/ Full Time	Full Time

Key Purpose

The Head of Geography will take lead responsibility for providing leadership and management for Geography to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and responsibilities: Strategic direction

- Develop and implement policies for Geography in line with WSS's commitment to high-quality teaching and learning
- Promote Geography, its importance, and the value that it brings across the WSS community
- Have a good understanding of how well Geography is being delivered and the impact it has on student achievement
- Use this understanding to feed into the WSS School Improvement Plan and produce an action plan for the subject
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of Geography
- Consult students, parents and staff about Geography and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote careers education through Geography and ensure that teaching and learning illustrates how Geography might lead to career opportunities
- Use additional staff in Geography to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of Geography to secondary school to ensure that progression is built into the curriculum
- Liaise with Upper Shirley High, the other secondary school within HET, to ensure sharing of best practice and development of a Geography network at secondary level
- Liaise with HET and the Local Authority where relevant on subject-related events, projects and activities

Duties and responsibilities: Leading the curriculum

- Develop and review regularly the vision, aims and purpose for Geography
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- Have an overarching responsibility for students' achievement and standards in Geography
- To work closely with all Heads of Department regarding the achievement of key groups.

Duties and responsibilities: Leading and managing staff

- Establish a highly effective team and hold weekly meetings to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in Geography
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well Geography is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in Geography
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabi that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance development for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting students into attainment groups

Duties and responsibilities: Efficient and effective deployment of resources

- Provide support with textbooks and library books in Geography
- Create a safe, welcoming environment and take care of the learning environment throughout the department, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- Audit, check and manage resources to ensure they are up to date, and match student and curriculum needs
- Manage the Geography budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home due to coronavirus for example

- To complete all other reasonable tasks as directed by the Headteacher or line manager.

Assessment of and for learning

- To ensure students are entered as appropriate for external examinations through liaison with the Exams Officer.
- In conjunction with the Exams Officer, oversee the department's collection of data.
- To ensure that accurate and up-to-date assessment information concerning student progress is maintained.
- To ensure that assessment, marking and constructive feedback from teachers is frequent and of a consistently high quality, leading to high levels of engagement and interest.
- To make use of analysis and evaluate performance data to produce analysis reports on examination performance, including the use of value-added data.
- To identify and take appropriate action on issues arising from data; setting deadlines where necessary and reviewing progress on the action taken.
- To provide the Governing Body with relevant information relating to the department's performance and development.
- Ensure that students' work is regularly assessed in accordance with the school's assessment policy.
- Ensure that homework is set and marked on a regular basis.
- To provide the Local Governing Body (LGB) with relevant information relating to the department's performance and development.

Professional development

As part of your performance development, ensure that you:

- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;
- regularly review your own practice and set personal targets in consultation with your line manager;
- take responsibility for, seek out and engage fully with professional development opportunities in order to support your development as a practitioner;
- maintain accurate and up-to-date professional development records on your Bromcom file;
- develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise;
- disseminate best practice further to CPD opportunities made available to you.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;

- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Limitations of this job description

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date	
Postholder's signature	
Date	