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**Woolwich Polytechnic School for Girls**

**JOB DESCRIPTION**

**Head of Geography**

QTS pay scale plus inner London weighting + TLR

**General Duties**

1. To teach across Key Stages 3 and eventually 4 and 5 as required.
2. To contribute to the development of schemes of work as necessary in Geography.
3. To accept responsibility for specific areas within the Humanities department as agreed between the Head of Humanities and the post-holder.
4. To undertake a pastoral role as a tutor or co-tutor.
5. To be bound by the general teacher’s duties as laid down in the most recent School Teachers Pay and Conditions Document undertaking such duties as may be reasonably expected-including involvement in extra-curricular activities.

**Specific to this post:**

1. Review developments in the national curriculum for Geography (and other related subjects and the national strategies for Literacy, Numeracy and ICT) for England and Wales, to ensure that teaching and learning meets all statutory and appropriate non statutory requirements.
2. To review developments in examination specifications to ensure teaching meets requirements.
3. To develop and review schemes of work at all key stages to achieve the above.
4. To develop and review schemes of work in line with all agreed school and departmental policies.
5. To monitor, review and evaluate pupil performance and progress across all key stages in Geography with the support of the Head of Humanities.
6. To monitor, review and evaluate the quality of learning and teaching in Geography across the full range of teachers, year groups and ability levels with the support of the Head of Humanities.
7. To create a yearly developmental plan for Geography to facilitate improvement in pupil achievement and the quality of learning and teaching with the support of the Head of Humanities.
8. To facilitate departmental meetings and INSET sessions as required for both specialists and non specialists as appropriate.
9. To meet regularly with the Head of Humanities (the designated line leader) in line with the requirements of the school’s Principal Line Leadership structure.
10. To act as the Principal Line Leader for relevant staff in the Humanities team and perform all duties (including performance management) relevant to this role.
11. To support colleagues in developing, maintaining and ensuring high standards of pupil conduct (behaviour and work).
12. To contribute to leadership meetings within the Humanities Leaders team.

**Selection criteria:**

1. To be a graduate of Geography or a related subject and possess Qualified Teacher Status in Geography or a related subject.
2. To have a sound knowledge of the subject area and national strategies relevant to Key Stages 3-5 and be able to teach across the age and ability range.
3. To have the proven ability or potential to lead a small team of specialist and non-specialist teachers.
4. To be able to set and maintain high expectations of work and classroom conduct by pupils.
5. To have a strong commitment to professional development and an ability to evaluate own and others’ professional strengths and areas for development.
6. To be aware of the particular needs of the student body at Woolwich Polytechnic School, including EAL, SEN and social inclusion issues.
7. To have an understanding of Equal Opportunities and the Every Child Matters agenda.

*At Woolwich Polytechnic School for Girls we are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process, which will include questions about safeguarding. All successful candidates will be subject to an enhanced Disclosure and Barring Service*