

**ST ANGELA'S URSULINE SCHOOL**  
**JOB DESCRIPTION**

**Post Title: HEAD OF GEOGRAPHY DEPARTMENT**

**The professional duties of all teachers are set out in the School Teachers Pay & Conditions Document and describe the duties required of all main scale posts. The requirements of the post of Head of Department are described below in accordance with the criteria for TLRs.**

**Line Manager: Member of Senior Leadership Team**

**Salary Grade: MPS/UPS + TLR 1A**

**Purpose of Post:**

- a)** To be accountable for the highest standards of achievement within the department, the monitoring and evaluation of pupil achievement and setting targets for improvement.
- b)** To lead, develop and enhance the teaching practice of all teachers within department, evaluating the quality of teaching, securing and developing the most effective teaching of the subject.
- c)** To be accountable for the strategic direction, leadership and management of the department, the development and implementation of subject policies, plans and targets within the context of the school aims and policies.
- d)** To effectively line manage and deploy teaching/support staff within the department.

**1. Promote the highest standards of Teaching & Learning**

This is the focus of all our work

- act as a role model with high expectations of all staff and students
- advocate, support and review the implementation of school's Teaching & Learning Policy
- be the Lead Learner in pedagogy and practice
- create an achievement culture including high quality display, rewards and identification of progression routes and successes
- maintain a secure environment in which purposeful learning can take place
- ensure high standards of pupil behaviour supporting discipline in accordance with the School Behaviour Policy
- work closely with team to ensure there is a positive system of care, support and social and personal development

**a) Monitoring of pupil progress**

- ensure all pupils are accurately assessed with targets set and that these processes are moderated for consistency across departmental team
- overall responsibility for the monitoring and standards of coursework and accountability for meeting coursework deadlines
- ensure all staff make effective use of baseline and tracking data and that this data informs their planning and teaching
- analyse pupil data to identify key areas for improvement and work with team to identify appropriate intervention strategies and targets for improvement
- develop a data rich department in which a variety of data is used as a resource for improvement
- ensure all quality assurance tasks are carried out in accordance with school policy including regular homework/marking checks and consistent and accurate report writing.

**b) Liaison**

- take account of the needs of pupils on the Code of Practice, Behavioural Contracts and Pastoral Support Plans and maintain effective links with SENCO and Inclusion Manager
- promote effective collaboration with the in-class support team
- support the work of the Learning Mentors to overcome barriers to learning for vulnerable students
- support and develop strategies for gifted and talented
- liaise with HOY re issues of behaviour/attendance and progress

## **2. Leading, Developing & Enhancing The Teaching of Others**

Create climate for learning within the team supporting the notion that in St Angela's everyone is a learner

- keep up to date with local and national developments within subject and with wider professional policy changes
- observe and to be observed regularly and ensure all staff are appropriately deployed within observation schedule
- share good practice on a regular basis
- lead and encourage others to lead in-house training
- make provision for staff feedback from external training
- have oversight of mentoring for new staff and Beginner Teachers
- promote coaching
- look for inspiration beyond the department and lend support through 'buddy' system
- liaise with CPD co-ordinator to ensure excellent induction for **all** new staff
- ensure staff development needs are identified and appropriate steps are taken to meet these
- engage and support partnership work, where appropriate, and share the learning from this process.
- Overall, support, guide and motivate the team by developing a shared vision and commitment

### **3. Leading, Managing and Developing the subject**

Evaluation leads to strategic planning:-

- develop ongoing self evaluation strategies in line with SEF to inform future plans
- annually produce, with team, graded analysis of department's achievements and areas for development
- reflect the real targets for improvement in a realistic, time phased and, when appropriate, costed, Department Improvement Plan that reflects the 4 key areas of SEF
- ensure that the department is addressing the school's Specialist Status objectives and that the development and use of ICT to support teaching and independent learning is a priority
- in the above context actively support e-learning
- ensure staff are following agreed curriculum policies and appropriate syllabuses, resources and schemes of work
- maintain handbook of above
- hold regular meetings with department to reflect on progress, implement action strategies to secure improvement and share good practice
- meet regularly with line manager to ensure needs of department are being addressed and that there is effective support for your needs
- produce review of department for Governing Body when required
- administer the departmental budget in line with the school's financial procedures

### **4. Line Management and Leadership of Staff**

Lead and undertake rigorous **Appraisals for staff**

- ensure the totality of performance is reviewed, incorporating tutor effectiveness, where appropriate
- help set challenging objectives incorporating issues from Department Improvement Plan and School Improvement Plan
- ensure professional development needs are addressed
- identify potential issues of capability
- make arrangements for work to be provided for classes where staff are absent and to monitor the impact of staff absence on learning and progress and recommending necessary action.
- advise Headteacher on staff deployment and participate in staff appointment and promotions.

### **5. Supplementary Duties**

- Promote, lead and facilitate geography field trips across the school and sixth form.

Employees will be expected to comply with any other reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.