



JOB DESCRIPTION

Job Title: Head of Geography

Status: Full time

Salary Grade: TPS + TLR2a

Line Manager: Head of Humanities

Safeguarding Statement:

The Governing Body of CCC are committed to Safeguarding and Inclusion. We have a duty to safeguard and promote the welfare of the children who are our students. This means we have a Child Protection policy and procedures in place. All staff must ensure that they are aware of our procedures and comply with our strict selection criteria which aim to ensure the suitability of any adult working in our College.

Overall role:

Lead Teacher of Geography

- To review and develop the Geography curriculum at both Key Stage 3 and Key Stage 4, ensuring the curriculum is accessible for all learners.
- To review and develop the assessment of Geography at both Key Stage 3 and Key Stage 4, ensuring the assessment is consistently delivered and assessed by all Geography teachers.
- To ensure teachers of Geography, including non-specialists, are supported with their planning, delivery and assessment.
- To keep up to date with developments within Geography and engage with Geography specific CPD, including network meetings.
- To develop curriculum enrichment in Geography, for example, visits.
- To report to the Head of Humanities.
- To consistently teach exemplary lessons which challenge and support all students.
- To implement and deliver a relevant, rich and engaging Geography curriculum for students and support the Humanities curriculum area.
- To monitor students' progress in order to continue to drive up levels of student achievement in Geography and within the college.
- To deliver appropriate interventions to improve attainment and progress.

- To provide, facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential.
- To share and support the College's responsibility to provide opportunities for students' personal, spiritual, moral, social and cultural development.
- To act as a form tutor.
- To contribute to the wider life of the college.
- To fully meet the Teachers' Standards.

Specific functions

Teaching and Learning

1. To deliver exceptional learning through high quality, inspirational teaching that meets internal and external quality assurance.
2. To assist in the development of differentiated strategies for Teaching and Learning in the department including challenge for High Prior Attainers and support for students with additional needs.
3. To plan and deliver lessons in accordance with the College's Teaching and Learning Strategy
4. To ensure lessons are adequately resourced and to report/discuss resource requirements with the **Head of Department**.
5. To plan and implement opportunities for formative assessment in lessons in accordance with the College's Teaching and Learning Strategy, and use these assessments to inform future teaching.
6. To plan differentiated lessons which provide for the needs of students with High Prior Attainment and students with Special Educational Needs and Disabilities.
7. To plan interventions which provide for the needs of pupils in the pupil premium category and other vulnerable groups e.g., FSM, CLA, SEN/D, EAL, BME, Travellers and monitor the success of such intervention and report on pupil progress.
8. To plan for effective deployment of Teacher Assistant support in lessons.
9. To liaise with the SENDCo regarding the special and additional needs of students.
10. To set homework regularly in line with department and College policy and to give high quality feedback to help students improve.
11. To keep a register of student attendance in lessons and report on attendance issues in line with College policy.
12. To manage the conduct of students in lessons in line with College policy, and to encourage good practice among our students with regard to punctuality, behaviour, engagement and standards of work.
13. To promote the spiritual, moral, social and cultural development of children to equip them with an understanding of British values and preparation for life in modern Britain.

Assessment

1. To assess students' classwork and homework regularly in line with department and College policy, and maintain records of these assessments.

2. To provide the College Data Manager with Termly Monitoring Grades in line with the College calendar and interim monitoring grades as required.
3. To undertake assessments for external purposes and to report on the use of pupil premium funding, in line with curriculum area and College policy, and also in line with external and examination board requirements.
4. To attend Parents' Evenings in accordance with the College calendar.

Curriculum

1. To assist in the selection and development of appropriate course syllabuses and programmes of study.
2. To assist in the ongoing process of curriculum development.
3. To deliver a curriculum appropriate to the needs of all students and those who are SEN/D, FSM,CLA, EAL, BME and Travellers; close the gap between students in receipt of the pupil premium and all other students.
4. To ensure that KS3 and KS4 Schemes of Learning (SOL) and lesson plans include opportunities for students to develop and practise skills in Reading, Writing, Oracy and Mathematics (where appropriate).
5. To ensure that schemes of learning and lesson plans include opportunities for students to experience learning activities which enable them to develop functional skills and to access cross-curricular dimensions including Citizenship, Work-Related Learning, Environmental Education and Global Dimensions.

Staff Development

1. To participate in the College's CPL programme.
2. To undertake training specifically related to the Humanities Department Improvement Plan
3. To set objectives with the line manager for performance related pay progression in line with the Strategic School Development Plan.
4. To maintain a good working knowledge of developments within specific subject areas taught.
5. To work effectively within a team and contribute to effective working relationships across the College.

Quality Assurance

1. To engage actively in the college Appraisal process and meet professional standards for teachers at the appropriate level.
2. To contribute to the monitoring, review and evaluation of the work of the department and pastoral team in line with College procedures for MER.

Communication

1. To communicate effectively with parents and carers at Parents' Evenings and through academic mentoring in accordance with the college calendar.

2. To communicate effectively with external support and organisations as required for example: subject advisers, educational support services, and business representatives.
3. To follow College procedures and guidelines for internal communications and maintain e-safety standards.

Pastoral System

1. To be a proactive form tutor to an assigned group of students
2. To promote the general progress and well-being of individual students and the tutor group as a whole
3. To liaise with the appropriate Head of Year to ensure the effective implementation of the College's pastoral curriculum.
4. To register students, accompany them to assemblies, and encourage their participation in the Positive Living Programme.
5. To liaise with the Head of SMSC to ensure the effective delivery of the College's Positive Living Programme..

Safeguarding

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Other Duties

1. To manage classrooms and other teaching areas in line with College policy on Health and Safety.
2. There is an expectation that all College staff will carry out any additional reasonable tasks as reasonably requested by the Headteacher.