

## **Job Description – Head of Geography**

### **Main 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 our school's commitment to high-quality teaching and learning
- Work closely with the Head of Humanities faculty to ensure consistency of approach across the Humanities subjects studied at RMGS
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject 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 pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area 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 the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the RMET academy trust within subject groups on subject-related events, projects and activities

#### **Leading the curriculum**

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil 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 pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area

- Develop and oversee enrichment activities for students studying Geography, including field trips

### **Leading and managing staff**

- Establish an effective team and hold regular meetings to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons and talking with pupils to assess how well the subject area 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 the subject area
- Coach and model the teaching of Geography
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling of Geography and manage groups as appropriate

### **Efficient and effective deployment of resources**

- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Work with the Head of Humanities to manage the subject 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 pupils learning from home if necessary

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Ensure the department is compliant with all Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status (QTS)	✓	
Degree or equivalent	✓	
<b>Experience</b>		
Exceptional classroom practitioner	✓	
Proven performance securing student progress and outcomes	✓	
Ability to teach to both GCSE and A-Level	✓	
<b>Skills and Knowledge</b>		
Able to consistently plan and deliver effective and creative lessons which inspire and challenge students	✓	
Able to communicate effectively, written and orally	✓	
Effective behaviour management	✓	
Up to date awareness of curriculum development	✓	
Efficient administrative, organisational and personal management skills	✓	
Ability to inspire others and ability to bring about effective change	✓	
Clear understanding of assessment	✓	
Ability to build positive relationships with a range of stakeholders	✓	
Ability to coach and mentor staff	✓	
A clear vision and sound educational philosophy	✓	
<b>Personal Attributes</b>		
Energy, enthusiasm and resilience	✓	
Ability to inspire, motivate and challenge students	✓	
Reliability and integrity	✓	

Professionalism – appearance and interpersonal skills	✓	
Suitable to work with children	✓	
A commitment to safeguarding students and to inclusive education	✓	
Ability to self-evaluate and reflect upon your own practice	✓	
Ability to work independently and in a team	✓	
Flexible, reliable and drive	✓	
Commitment to supporting the full life of the school	✓	