**Head of Geography**

**Job Description**

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Job Purpose**

Provide professional leadership and management of geography in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

**Accountabilities**

**Strategic Direction**

* Develop and implement polices and practices for the subject area which reflect the school’s commitment to high achievement and which are consistent with national and school strategies

and policies, including implementation of relevant teaching programmes for examination courses.

* Establish short, medium and long-term plans for the development and resourcing of the subject through thorough and honest self-evaluation.
* Monitor the progress made in achieving subject plans and targets, and evaluate the effects on

learning and teaching, reviewing procedures regularly.

**Learning and Teaching**

* Lead improvements in the quality of learning and teaching by providing guidance on a choice of appropriate teaching and learning methods which engage and inspire our pupils.
* Implement systems for recording individual pupil’s progress in line with school policy.
* Ensure schemes of work are developed and are appropriate to ensure that all pupils are able to make good progress, relative to their starting points.
* Evaluate the quality of teaching and standards of achievement, setting targets for improvement and monitoring progress towards these targets.

**Leading and Managing Staff**

* Assist in the recruitment and selection of teaching staff.

* Use performance management to help develop a successful, well qualified and inspirational department.
* Plan, delegate and evaluate work carried out by members of the geography department.
* Create, maintain and enhance effective relationships.

**Resource Management**

* Secure and allocate resources to support effective learning and teaching within the subject area.
* Monitor and control the use of resources.

**Knowledge and Skills**

Heads of Subject should demonstrate knowledge and understanding of:

* School improvement and effectiveness strategies including the process of school self evaluation.
* Principles and practices in relation to managing learning and teaching, people, policy and

planning, resources and finance.

* Principles and practices of effective leadership and management of change.
* The application of information and communications technology (ICT) to learning, teaching and

management of the subject area.

* Principles of curriculum planning.
* Financial planning, stock inventory and resource planning.
* The appropriate safeguarding and Health and Safety issues involved in the teaching of geography and school life, with regard to the teachers, support staff and pupils.

**As a teacher at The Archbishop’s School**

**Key purposes:**

• To prepare and teach lessons that fulfil the planned curriculum and meet the needs of all students in your teaching groups

• As a tutor, to provide pastoral and academic support to a group of students

• To play an active part in the departmental and pastoral teams to which you belong

**Key responsibilities**

1. ***As a member of a Department***

• set clear and high expectations of students in line with the aims of the school;

• plan, resource and teach lessons, using available data on individual students to meet the needs of all in the class;

• set, mark and assess work to be carried out by students in lessons and as homework;

• record, track and monitor the progress of individual students and complete reports as required;

• communicate with parents re students' progress and attend parents’ evenings related to the classes taught;

• register the attendance of students at each lesson;

• maintain good order and discipline among students and safeguard their health and safety, both in school and in authorised school activities elsewhere;

• create a stimulating learning environment, and be responsible for maintaining health and safety within it;

• with others as appropriate, prepare courses of study, teaching materials and teaching

programmes that meet the requirements of exam specifications;

• contribute to the setting and marking of internal assessments/tests and coursework against grading criteria;

• participate in meetings relating to the department’s responsibilities and development.

**2. *As a member of a Pastoral Team***

Under the guidance and direction of the Head of House, to:

• fulfil the tutor role as set out in the school handbook;

• guide and develop students as they grow within the school;

• build students’ responsibility for high standards of work, behaviour, attendance, uniform and punctuality;

• register the attendance of students and implement the school’s attendance policy to follow up absence and raise attendance;

• use registration periods profitably to support and develop individuals and the tutor group;

• teach the agreed PSHE programme;

• contribute a tutor report to end of year reviews;

• prepare initial drafts for references, testimonials and reports to outside agencies;

• attend assemblies with the tutor group and supervise their arrival and departure;

• participate in Progress Reviews and Parents’ Evenings involving the tutor group and foster strong home/school relationships;

• participate in meetings called by the Head of House.

***3. As a member of staff***

Under the guidance and direction of the Headteacher and Senior Leadership Team, to:

• contribute to the school's commitment to raising achievement for all;

• carry out the professional duties of a schoolteacher, including participation in performance management within the school scheme;

• participate in, and prompt, arrangements for your training and professional development;

• carry out a share of supervisory duties in accordance with published rosters;

• participate in appropriate meetings with colleagues and parents relative to professional duties;

• implement all whole school and local authority policies.

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school’s policy and regard to the School Teachers’ Pay and Conditions Document.

This job description is not necessarily a comprehensive definition of the post, and the teacher may be required to undertake such tasks appropriate to the level of appointment as the Head Teacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after the consultation with the post holder.