



## **JOB DESCRIPTION**

### **Post Title: Head of Geography**

In addition to the contractual duties of a schoolteacher set out in the latest Schoolteachers Pay and Conditions Document that the Headteacher may reasonably direct from time to time, the main responsibilities of the post are outlined below.

#### 1. Purpose and Accountability

- To provide professional leadership and management for Geography and secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all students
- To provide direction and to lead, support, motivate and develop the team of Geography staff within the Academy
- To lead the development of the Geography department in accordance with the Academy Development Plan/Ofsted Action Plan and the overall aims and objectives of the Academy.

In addition to your duties as a school teacher, you will be expected to:

#### 2.1 Demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self evaluation
- Processes and systems for quality assurance within Geography
- 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 Geography
- Principles of curriculum planning
- Financial planning and resource planning.

#### 2.2 Impact on educational progress beyond your own pupils:

- Develop and implement policies and practices for Geography which reflects the school's commitment to high achievement, consistent with national and academy policies
- Establish short, medium and long term plans for the development and resourcing of the subject; this includes the appointment of staff and the determination of spending patterns/resource acquisitions
- Consult with line managers regarding staff deployment, the use of departmental rooms, the allocation of staff to classes and students to groups



- Monitor the progress made in achieving subject plans and targets and evaluate the impact on teaching and learning
- Take a lead role in developing links within the school and outside the school to enhance school improvement and pupil attainment in Geography.

### 2.3 Influence the teaching practice of others positively:

- Provide consistent professional support, guidance and encouragement and act as a role model for colleagues within the school.
- Assist and develop Geography teachers to enhance performance (e.g. induction, coaching, mentoring and monitoring) and share good practice (e.g. NQTs, GTPs and UQTs); encouraging staff to keep abreast of recent curricular and pedagogical developments.
- Be involved in staff development and inset on both a personal and departmental level by supporting and encouraging attendance at relevant courses/conferences and visits; showing an interest in departmental career aspirations.
- Be accountable for the Performance Management Review for designated Teachers and/or Support Staff.
- Apply observation techniques for the measurement and analysis of the quality of learning taking place within the Geography Department
- Plan, delegate and evaluate work carried out by individual members of staff within the Geography team.
- Create, maintain and enhance effective relationships between staff, and between staff and pupils.

### 2.4 Be accountable for curriculum and student development:

- Lead the Geography department on new teaching, learning and curriculum initiatives, modelling best practice
- Provide guidance on a choice of appropriate teaching/learning methods
- Develop and implement systems for recording individual pupil's progress; including formative and summative assessments; and follow the school reporting and assessment procedures
- Establish, supervise and monitor the internal and external examinations policy of the Geography Department
- Ensure schemes of work are developed appropriately
- Maintain standards of academic excellence by evaluating the quality of teaching and standards of achievement, setting targets for improvement
- Ensure that the quality of students' work is frequently assessed; organise the setting and marking of tests and monitor standards across the Geography department
- Accept responsibility for the conduct and behaviour of students within the Geography department and assist staff as problems arise
- Liaise with parents about the work, effort and progress of students and deal in the first instance with parental complaints
- Set work for absent staff where this is required



- Ensure that expenditure is kept within prescribed limits and a regular check is maintained on stock.
- Attend and contribute to middle management and other meetings sharing information as required
- Lead departmental meetings and meet with your line manager regularly, keeping them abreast of developments or concerns
- Represent the department at local or regional level as and when required.

### **Health and Safety Statement**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding Statement**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.