

Head of Geography

Post title:	Head of Geography
Salary:	Main Pay Scale plus TLR 2C
Reporting to:	Head of Faculty
Purpose:	<ol style="list-style-type: none"> 1. Monitoring, evaluating and reviewing outcomes in terms of student progress 2. To actively monitor the quality of teaching and learning taking appropriate steps to ensure high standards are achieved. 3. To liaise with the Pastoral Team as appropriate to ensure the highest levels of attendance, punctuality and student welfare. 4. To ensure the Academy Behaviour for Learning policy is applied consistently by all staff and followed consistently by all students. 5. To lead on the development of each subject area's SEF and Improvement Plan, ensuring its successful implementation. 6. To oversee and ensure both the pastoral and academic success of all students across the department. 7. Leading on and implementation of all policies, at department level, with requisite monitoring and evaluation to ensure high quality outcomes.
Responsible for:	<ul style="list-style-type: none"> ▪ Academic achievement and well being of all students in the department ▪ Monitoring, evaluation and review including the quality of teaching and learning across the department. ▪ Assessment, recording and reporting across the department
Liaising with:	Principal, Academy Leadership Team, Heads of Subject, Pastoral Team, relevant staff with cross-Academy responsibilities, relevant support staff, parents and Governors and other stakeholders.
Disclosure level:	Enhanced DBS
Operational / Strategic Planning:	<ul style="list-style-type: none"> ▪ To lead on the development of an appropriate personalised curriculum, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the subject area. ▪ To ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager. ▪ To ensure cross curricular programmes of learning are delivered and assessed appropriately within the department.
Curriculum:	<ul style="list-style-type: none"> ▪ To lead and encourage innovation in curriculum development by all department teaching staff. ▪ To oversee the application of ICT to raise achievement across the department. ▪ To monitor the quality and impact of the enrichment programmes. ▪ To be aware of wider curriculum developments across all key stages and to be proactive in raising these
Staff Development: Recruitment & Deployment of Staff	<ul style="list-style-type: none"> ▪ To line manage the other post holders within the Department ▪ To build an effective team of motivated teaching and support staff who share the academy vision of high achievement for all students. ▪ To be responsible for the performance management of staff in the department, in line with the academy performance management policy. ▪ To liaise with the (Senior) Vice Principal on all matters concerning recruitment and retention of staff, including participation in any interview process to ensure recruitment of high quality personnel.

	<ul style="list-style-type: none"> ▪ To make sure appropriate arrangements are made for classes when staff are absent. ▪ To participate in the academy ITT and NQT training and induction programmes.
Quality Assurance:	<ul style="list-style-type: none"> ▪ To ensure that challenging targets are set for each subject area, that these are communicated to staff and students and that all staff work positively towards them. ▪ To actively participate in the monitoring evaluation and review of teaching and learning in line managed areas. ▪ To complete high quality and regular monitoring, evaluation and review summaries as per Academy self evaluation and review policy.
Management of Information:	<ul style="list-style-type: none"> ▪ To provide the Governing Body with relevant and accurate information relating to the department's performance and development.
Communications:	<ul style="list-style-type: none"> ▪ To ensure all members of staff are familiar with the aims, objectives and policies of the Academy and Post 16 provision ▪ Ensure effective communication/consultation as appropriate with the parents/carers of students. ▪ To attend meetings as appropriate ▪ To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate. ▪ To organise positive and meaningful department meetings half termly.
Marketing and Liaison:	<ul style="list-style-type: none"> ▪ To contribute to the Academy liaison and marketing activities. ▪ To lead development of effective subject links with partner schools and the community, attendance where necessary at liaison events and the effective promotion of subjects within the department at open days/evenings and other events.
Management of Resources:	<ul style="list-style-type: none"> ▪ To manage the available resources of space, staff, budget and equipment effectively within the policies and procedures of the academy. To work with the Academy Leadership Team to ensure that the subject areas teaching commitments are effectively and efficiently timetabled and roomed. ▪ To ensure the Academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.
Pastoral System:	<ul style="list-style-type: none"> ▪ To ensure that the Academy pastoral system is implemented effectively. ▪ To participate in after hours activities with students. ▪ To communicate as appropriate, with the parents of students and with external agencies concerned with the welfare of the individual students. ▪ To contribute to the Academy duty and referral rota. ▪ To contribute to and implement the Academy policy on rewards and support taking responsibility for student behaviour. ▪ To monitor student attendance and punctuality together with students' progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary. ▪ To ensure the Behaviour Management system is implemented consistently across the Academy, so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> ▪ To undertake an appropriate programme of teaching. ▪ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area. ▪ To attend all appropriate subject meetings. ▪ To plan and prepare courses and lessons in line with Academy policy ▪ To contribute to the whole Academy's planning activities. ▪ To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere. ▪ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

	<ul style="list-style-type: none"> ▪ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. ▪ To ensure that ICT, Literacy, Numeracy, WRL are reflected in the teaching/learning experience of students.
	To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
Academy Ethos:	<ul style="list-style-type: none"> ▪ Undertake whole Academy duties as outlined in responsibilities agreed each year. ▪ Monitor and support the overall progress and development of students in the department. ▪ To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term. ▪ To promote equal opportunities and celebrate diversity in all aspects of the Academy. ▪ To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. ▪ To promote actively the Academy's corporate policies. ▪ To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. ▪ To show a record of excellent attendance and punctuality. ▪ To promote equal opportunities and celebrate diversity in all aspects of the Academy. ▪ To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

Person Specification

Knowledge and Experience: Essential	Desirable
<ul style="list-style-type: none"> • Graduate (with a good degree). • Qualified Teacher. • Experience of leading, supporting and managing others, both individuals and teams, ensuring high quality performance. • Successful experience in implementation of monitoring, evaluation and review process to improve the quality of teaching and learning. • High level of ICT skills and experience of how new technologies can be used to raise achievement. Recent experience of involvement in innovative curriculum development. • Experience of presenting to a wide audience including teachers, other managers, students and parents. • Good understanding of creative whole school strategies for improving literacy and numeracy and the importance of this in raising achievement. • Some successful experience of leading on cross subject initiatives that have contributed to raising achievement. • Experience of embedding innovative strategies for Assessment for Learning and Learning to Learn. • Recent and relevant experience of managing and implementing change successfully at subject leader level. • Experience of using coaching as a model for ensuring ongoing professional development with teachers. 	<ul style="list-style-type: none"> • Further qualification. • Experience of working in a 11-18 school. • Teaching to Advanced level.(post 16) • Evidence of continuous self development and updated knowledge in the fields of teaching and learning and education management, particularly in the areas of responsibility for this post. • Experience of presenting in local and/or national education forums. • Curriculum Knowledge and leadership experience in the department area
Skills and Abilities: Essential	Desirable
<ul style="list-style-type: none"> • The ability to make sound judgements on standards of teaching and learning observed, giving quality feedback. • Proven ability to identify and implement strategies to raise standards of Teaching and Learning. • Ability to lead and manage own work effectively and take responsibility for own professional development. • Excellent communication and presentation skills. • Ability to enhance performance by motivating and developing staff, helping them to acquire the skills to improve. • To be a good/outstanding teacher 	<ul style="list-style-type: none"> • The ability to develop others to become good/outstanding teachers
Personal Qualities: Essential	Desirable
<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. □ Willingness to work hard. • Enthusiastic and exceptional teacher, with a proven track record of excellent results in public examinations. • Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. • Awareness of and commitment to equal opportunities and valuing diversity. □ To command and demand respect from the school community. • A commitment to "personalising learning" for all students in the Academy. • Creativity and enthusiasm to promote a positive school image to the local and national community. 	<ul style="list-style-type: none"> • The aspirations, talent and enthusiasm for further • promotion