



Job Description – Head of Geography
MPS/UPS + TLR 2K - £5513

Purpose of the job

To lead and manage the subject area in promoting the learning of all students.
To promote high standards of achievement.
To lead learning in a specific subject area or areas.

Responsibilities

The appointment is subject to the appropriate conditions of employment of teachers contained in the School Teacher's Pay and Conditions Document and other current employment and educational legislation.

Responsible to: Named Assistant Headteacher

Responsible for: All staff and students working within the subject area.

Main duties

1) Leadership

To provide a clear vision for the subject area and communicate the vision to all members of the school community.
To secure the commitment of all members of the department to achieving the vision and to developing a team ethos.
To promote the school focus on achievement by ensuring that whole school strategies are implemented and monitored effectively.
To promote professional development throughout the department and take responsibility for personal professional development.
To oversee the implementation of national initiatives and respond to national developments.
To quality assure all aspects of the subject area's performance.
To be a good role model for members of the department and throughout the school.
To uphold Teachers' Standards and uphold and adhere to school policies and procedures.
To lead all developments within the subject area.

2) Management

To devise and implement strategies to ensure that subject targets are met.
To analyse subject data and identify areas of strength and areas for development.
To plan and implement strategies designed to improve teaching and learning with the subject area(s).
To promote the professional development of teachers within the subject area through classroom observation, coaching in the classroom and regular professional development discussion.
To ensure that the day to day running of the faculty is effective.
To develop and maintain good professional relationships with colleagues at all times.
To monitor the performance of staff, share good practice and challenge under performance.

3) Learning

To implement, promote and monitor effective behaviour management strategies within the department.
To promote good relationships with students and parents (incorporating strategies for gaining their views on learning).
To teach good lessons.

4) General

To carry out any other reasonable task at the request of a member of the Leadership Team.
To work flexibly and undertake additional responsibilities when requested to do so in supporting the day to day running of the school.



5) Teaching

To teach good lessons.

To ensure that students make good progress as reflected in value added data and in examination results.

To assess and record student progress.

To report to parents as required.

To ensure that lessons offer a wide range of learning opportunities to meet individual student needs.

To evaluate lessons in relation to student learning and plan future lessons accordingly.

To take responsibility for personal professional development through:

- classroom observation.
- shared lesson planning.
- promoting classroom learning.
- taking part in regular professional development discussion.
- attending INSET as required.
- keeping abreast of relevant national, local and school based initiatives that will positively impact on learning.

To promote pedagogical dialogue throughout the school.

To be a good role model.

To develop and maintain good professional relationships with colleagues.

To undertake school supervision duties as required.

6) Form Tutor

To manage daily routines within school relating to uniform, equipment, time-keeping and readiness to learn.

To ensure that students hit target grades as reflected in interim and annual reports by:

- Using data to assess students' academic progress.
- Challenging students and make e-mail or telephone contact with parents where forecast grades are significantly below target grades.
- Intervening directly with students where forecast grades are significantly below target grade in more than three subjects.

To oversee the behaviour of each member of the tutor group.

To monitor and promote the good lesson attendance of each member of the tutor group.

To monitor the social, emotional and physical well-being (including social integration) of each member of the tutor group.

To listen to and develop student voice within the tutor group.

To be a good role model to students.