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**The Gregg School**

**Job Description**

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| **Post Title:** | HEAD OF GEOGRAPHY |
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| **Purpose:** | * To actively support and subscribe to the School aims and objectives. * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students within your subject area. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential throughout your subject area. * To lead in raising standards of student attainment at KS3 and KS4 in your subject area. * To monitor and support the overall academic progress of students as a Head of Subject/ Form Tutor and to intervene as necessary. * To support colleagues in delivering an engaging learning experience. * To be accountable for leading, managing and developing the subject/curriculum area. * To develop and enhance the teaching practice of others. * To effectively manage and deploy teaching/support staff, financial and physical resources within the subject. * To share and support the School’s responsibility to provide and monitor opportunities for personal and academic growth amongst staff and students. * To monitor and support the overall pastoral progress of students as a Form Tutor. * To adhere to the Health and Safety Policy of the School. |
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| **Reporting to:** | Assistant Headteacher or Deputy Headteacher, Headteacher,  Head of Year. |
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| **Responsible for:** | The provision of a full and challenging learning experience for all students across your subject. |
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| **Liaising with:** | Headteacher/Deputy/Assistant Headteachers, Teaching/Support Staff, external agencies and parents. |
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| **Working Time:** | Full Time Maternity Cover |
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| **Salary/Grade:** | MPS |
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| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your subject. * To contribute to the School Improvement Plan by leading your subject Development Plan formulation and its implementation. * To work with colleagues to formulate aims, objectives and subject Development Plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. * To plan and prepare courses and interesting, challenging and motivating lessons which are delivered across your subject. * To contribute to whole School INSETnger/Tutor Leader (HoY)popria and the sharing good practice at subject and whole School level. * The day-to-day management, control and operation of course provision within the subject, including effective deployment of staff and physical resources. * To link with the second in subject (where relevant) to ensure that the work in the curriculum area fully reflects the School’s distinctive ethos and mission. * To promote the importance of learning and teaching to students, staff and parents. * To review learning and teaching for your subject through a programme of lesson observations and work scrutiny and from this to draw up ideas for improvement. * To ensure students are assessed, supported and tracked individually and consistently. * To develop learning opportunities outside of the classroom. * To continually raise standards of student attainment and achievement and to monitor and support student progress. * To implement School Policies and procedures. |
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| **Curriculum Provision:** | * To assist the member of SLT responsible for Teaching & Learning, to ensure that the subject area provides a range of teaching which complements the School’s strategic objectives. * To ensure the delivery of an appropriate, comprehensive, high quality and curriculum programme which complements the School Development Plan and evaluation process. |
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| **Curriculum Development:** | * To lead on the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies, the School’s Mission and Strategic Aims/Objectives. |
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| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | * To take a leading part in the School’s staff development programme by implementing the outcomes in the classroom and monitoring their delivery within your subject. * To work with the Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To participate in arrangements for further training and Continuous Professional Development as specified in the subject’s Development programme and identified needs within the Performance Management programme. * To continue personal development in relevant areas including subject knowledge and teaching methods contained in the professional standards for teaching. * To undertake performance management reviews and to act as a reviewer for staff within the Subject. * To participate in the interview process for teaching/support posts as required and to ensure the effective induction of new staff in line with School procedures. * To participate in the School’s new staff induction programmes. * To promote teamwork and to motivate staff to ensure effective working relations. * To be responsible for the day-to-day management of staff within the subject and to be a positive role model. * To share good practice with other subject areas and departments in order to promote high standards throughout the school. * To engage actively in the Performance Management process and ensure consistency in the setting of objectives and success criteria across the subject in line with whole School policy. * To ensure the effective/efficient planning for and deployment of classroom support. * To contribute positively to effective working relations within the School and subject. |
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| **Elements Specific to Head of Geography** | * To promote the learning of Geography inside and outside of the classroom * Take organise and facilitate an overseas Geography Revision Trip for GCSE students. * To oversee the resources linked to the IGCSE syllabus * Make every opportunity to link Geography with the wider community. |
| **Quality Assurance:** | * To help to implement School quality procedures, including that of health and safety, and to adhere to those. * To lead the process of monitoring and evaluation of your subject in line with agreed School procedures, including evaluation against quality standards and performance criteria. * To secure and sustain effective teaching, evaluate the quality of teaching and standards of students’ achievements and to set targets for improvement. * To lead, implement and support modification and improvement where required. * To review methods of teaching and programmes of work across your subject. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School. * To apply the behaviour management processes consistently so that effective learning can take place throughout your subject. |
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| **Management Information:** | * To maintain appropriate records, adhere to the record retention regulations and provide relevant accurate and up-to-date information for Schoolbase, registers, assessment etc. * To complete the relevant documentation to assist in the tracking and monitoring of students across your subject. * To analyse and evaluate the performance data compiled. * To track student progress and use information to inform teaching and learning in order to pre-empt and challenge underachievement within your subject and support colleagues to do the same. * To complete Summary and Action Plans termly and other reports as required. * To evaluate and monitor the progress of students and keep up-to-date student records throughout the subject. |
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| **Communications:** | * To ensure that all members of the subject are familiar with its aims and objectives * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the School. * To follow agreed policies for communications in the School. * To represent subject views and interests. |
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| **Liaison:** | * To take part in liaison activities such as Open Evenings, Parents’ Evenings, review days and liaison events with partner schools. * To contribute to the development of effective links with the wider community. * To contribute to the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To oversee the process of the ordering and allocation of equipment and materials across your subject. * To lead the identification of resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure sharing, safe and effective usage of resources to the benefit of the school, subject and the students. * To maintain a high quality learning environment throughout your subject. |
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| **Pastoral System:** | * To be a Form Tutor to an assigned group of students. * To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole by everyday monitoring of students and also more focussed Tutor Academic Monitoring. * To liaise with the Head of Year to ensure the implementation of the School’s Pastoral System. * To register students, accompany them to assemblies (Year and House), encourage their full attendance at all lessons and their participation in other aspects of School life. |
|  | * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to the Tutorial Programme, PSD, Citizenship and Enterprise according to School Policy. * To apply the behaviour management processes consistently within the tutor base. |
| **Teaching:** | * To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that SMSC, ICT, Literacy, Numeracy and School subject specialism(s) are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching. * To ensure a high quality learning experience for all students which meets internal and external quality standards (including the learning environment). * To prepare students for external examinations. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with School procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, Subjectal and School procedures. * To mark, grade and give written/verbal and diagnostic feedback as required in line with the School Assessment & Marking Policy. |
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| **Other Specific Duties**: | |
| * To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To promote actively the School’s corporate policies. * To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * To continue personal development as agreed. * To comply with the School’s Health and Safety Policy and undertake risk assessments as appropriate. * To attend calendared meetings as appropriate.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  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  The Gregg School 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. | |

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| This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title. |