

Job Title: Head of Geography and Travel & Tourism

Responsible to: Assistant Principal - Director of Humanities

Responsible for: Teachers of Geography

To be accountable for the learning and achievement of all students following Geography and Travel & Tourism programmes within the Academy in line with the Key Performance indicators set by the Principal in the Academy Development Plan.

To provide high quality leadership and management for all Geography and Travel & Tourism learning programmes and ensure there are well managed structures to support the learning schemes.

To develop effective partnerships with all members of the Children's Services Team to secure high level of student progress.

To review the effectiveness of the department on a weekly basis with the SLT link to the department.

Monitoring Performance to ensure high standards are attained and maintained

- To monitor and evaluate the learning and teaching of the subject, to identify good practice and areas for improvement.
- To use data effectively to ensure that all students are making good progress in their learning and achieving well, using
 - ◊ Ongoing, formative assessment data to identify underachieving students; intervention strategies to be actioned in liaison with Heads of House and progress monitored rigorously.
 - ◊ Summative end of year data, together with KS2 entry data and GCSE, GCE and vocational results and to use them to inform departmental development.
 - ◊ Data to set targets for year, teaching group and individual students.
- To implement an annual monitoring cycle to include:
 - ◊ Staff planning/forecast sheets
 - ◊ Exercise books
 - ◊ Lesson observation
 - ◊ Reports
 - ◊ Environment
 - ◊ Homework/independent learning
 - ◊ The accuracy of assessment across the department
 - ◊ Learning walks.
- To monitor the effectiveness of the Departmental Development Plan and collate the findings into the departmental Self Evaluation Form.
- To discuss monitoring outcomes and agree further action to meet Key Performance Indicators through the weekly meetings with the SLT link.
- To discuss progress in developing effective learning schemes and agree further action to meet Key Performance Indicators through the weekly meetings with the SLT link.

Providing High Quality Leadership and Management of Learning and Subject Development

- To ensure continuity and progression in the Geography and Travel & Tourism schemes of learning from Year 7 to year 13.
- To ensure that relevant research and inspection evidence informs the development of schemes of learning.
- To ensure that a wide range of learning activities, including using information learning technologies, are central to the development of schemes of learning.
- To ensure that schemes of learning effectively
 - ◊ develop students' **literacy**, numeracy, ICT, **thinking skills and personal competencies**, problem solving and team working skills.
 - ◊ signpost Every Child Matters issues including **Spiritual, Moral, Social and Cultural** development (including enterprise and citizenship education)
 - ◊ implement whole school policies on literacy, numeracy, setting, target setting, classroom management, homework/independent learning, rewards, equal opportunities and Health and Safety
 - ◊ embed good practice in Assessment for Learning strategies
 - ◊ results in lessons which are differentiated and always make effective use of Individual Education Plans.
- To ensure that lessons are well supported by homework/independent learning/assignments and other extra curricular activities and trips.
- To support the development of schemes of learning through a well focused plan of teacher peer support, coaching, mentoring and development to ensure that good practice is identified and shared so that learning and teaching are never less than good, and mostly outstanding.
- To ensure robust arrangements for marking and recording/tracking student progress in line with the Academy policies for Marking and ARR.
- To be accountable for the professional development of the Geography and Travel & Tourism team in preparing Geography and Travel & Tourism learning schemes particularly the areas of planning, differentiation, marking and behaviour management.
- To ensure that the needs of the Geography and Travel & Tourism department are represented on all of the relevant teaching and learning PODs and the impact of this work into the Geography and Travel & Tourism learning schemes is regularly evaluated.
- To ensure there are effective arrangements in place to support continuity of learning from year 5/6 into year 7, and from GCSE/GCE/Vocational courses to Post 16 and post 18 education and training.
- To identify to SLT the best learning pathways for students of all needs (SEN, G and T, EAL, Looked After Children and Ethnicity).

High Quality Team Leadership, Management and Deployment of staff and resources.

- To establish an annual cycle for reviewing performance and professional development within the Geography and Travel & Tourism team.
- To create a climate which motivates staff.
- To use accommodation to create a well organised, effective, safe and stimulating environment for the learning and teaching of Geography and Travel & Tourism. In particular to room the timetable effectively.
- To run regular meetings which run to calendar, have an agenda which clearly focuses on improving learning and teaching (agendas produced in advance of each meeting) with business recorded in the form of minutes with clear action points showing who is responsible for action.
- To ensure the department is well resourced within the budgets allocated.
- To ensure exemplary practice regarding all aspects Health and Safety and Risk Assessments throughout the department; teachers, technicians, students and visitors.
- To discuss progress in developing leadership and management of staff, deployment of staff and resources and agree further action to meet Key Performance Indicators through the weekly meetings with the SLT link.

- To ensure the Geography and Travel & Tourism Department timetable is effectively staffed so that all the Key Performance Indicators are achieved.
- To ensure that main scale Geography and Travel & Tourism teachers develop as professional members of the Academy by monitoring their work in terms of the Qualified Teacher Status Standards documentation.
- To ensure post-threshold Geography and Travel & Tourism teachers further develop as professional members of the Academy by monitoring their work in terms of the Post Threshold Standards documentation.
- To ensure all staff know what resources are available to support learning and systems are in place for the sharing of these resources e.g. using FROG.

Developing partnerships with all members of the Student welfare Team

- To work with members of the Student Welfare Team when student's progress is limited by negative attitudes, misbehaviour, unsatisfactory attendance or punctuality, long term illness or other factors so that effective, appropriate intervention strategies can be put into place.
- To be the first point of referral for student misbehaviour during department lessons; to organise a system of sanctions to ensure maximum student behaviour and performance.
- To ensure the implementation of the Academy and department rewards policies.

In addition to the above, all Heads of Department are required to fulfil the general duties of a main scale teacher.

Such other duties appropriate to the grade of the post as the principal may from time to time reasonably determine.

To at all times safeguard the students well-being and follow all child protection/safeguarding policies rigorously.

Signed as correct:

Date: