**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title:** **Head of Geography** | **Salary Range:** **MPS or UPS - TLR 2a**  |
| **Accountable to:** **Deputy Headteacher, Curriculum and Assessment.** |  |

**Job Purpose and Responsibilities**

* Report as appropriate to the Deputy Headteacher for Curriculum and Assessment.
* To ensure compliance with all policies and procedures relevant to the position
* To Lead the Geography Department.
* To be accountable for standards in the Geography Department and the progress of all students.
* To share and support the responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the academy’s ethos providing equal opportunities for all.
* To take an active responsibility for the safeguarding and welfare of all students and young people within the academy.

**Leadership**

* To be accountable for the leadership, management and development of the Geography Department
* To be responsible for standards to enable all students to achieve their potential.
* To be responsible for all aspects of curriculum planning and delivery in the Geography Department.
* To be responsible for staff development in the Geography Department.
* To be responsible for management, organisation and deployment of all Geography Department resources.
* To manage the Geography Department budget effectively.
* To be responsible for monitoring students’ progress by academic tracking and data analysis.
* To be responsible for the examinations, internal and externalof all students in the Geography Department in liaison with the Academy Examination Officer.
* To be responsible for writing and updating a Geography Department Development Plan.
* To monitor for high standards of teaching. To include lesson planning, preparation, marking, assessment, homework and recording, monitoring and tracking student progress. Provide support and intervene as required.
* Support the Geography Department staff as required.
* To participate in appropriate meetings.
* To promote Geography education and the Geography Department.
* To maximise opportunities for students to participate in wider geography related activities.
* To model outstanding teaching.
* To be a professional role model.

**Student support**

* To be a Form Tutor to an assigned group of students.
* To promote the general personal development and well-being of individual students and the Tutor Group as a whole.
* To liaise with the relevant pastoral leaders to ensure the implementation of the student support system.
* To register students, accompany them to assemblies, encourage their full attendance and participation in other aspects of academy life.
* To alert the appropriate staff to problems experienced by students in the Tutor Group.
* To be fully aware of all matters of child protection and safeguarding and follow the appropriate policies and procedures as required.

**Professional**

* Be up to date with the latest developments in teaching practice and methodology, in particular in the curriculum area of Geography.
* Be aware of department and academy health and safety measures, including relevant risk assessments.
* To set cover work during any leave of absence.
* To take part in Open Evenings and Parents’ Evenings and any other similar event to support students and their families.
* To attend meetings and professional development activities as required.
* Carry out duties in line with published rota’s.
* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

**Mobility**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

*The above is not exhaustive and maybe amended commensurate with the post holder’s salary and grade as required by the Headteacher*