Job Description

**Head of Geography**

**Post:** Head of Geography

**Salary Range:** MPS 1-6 + **TLR 2a**

**Responsible to:** Headteacher, under the day-to-day management of a member of the Senior Leadership Team

**Core Purpose**

The post holder will ensure high quality curriculum provision and effective teaching and learning within the curriculum area of Geography. In addition to fulfilling your professional duties as a teacher, in accordance with the Teacher Standards, the post holder will ensure high quality curriculum provision and effective teaching and learning within the curriculum area of Geography.

**Strategic Direction and Development of Geography**

* Establishing and maintaining policies and practices which promote high achievement through effective teaching and learning.
* Creating an environment where pupils and staff develop and maintain positive attitudes towards teaching and learning.
* Using data effectively to monitor and evaluate pupil progress; planning and implementing effective intervention to support all pupils to achieve highly.
* Analysing national, local and Academy data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Headteacher and Governing Body on progress and plans.
* Contributing to the Academy Improvement Plan and establishing an effective subject Improvement Planning Cycle to meet Academy strategic priorities.

**Teaching and Learning of Geography**

* Ensuring appropriate, challenging and differentiated Programmes of Study and Schemes of Work are in place for all Geography teaching groups and related courses.
* Securing and sustaining effective teaching of the subject through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the Academy’s - Monitoring Evaluation and Review (MER) cycle through lesson observations, feedback to teaching staff, work sampling, pupil interviews and written reports to the Headteacher and Leadership Team as necessary.
* Ensuring teaching and learning objectives are clear to all members of the teaching team.
* Ensuring effective development of pupils’ literacy, numeracy and ICT skills within the subject.
* Developing the curriculum to meet the needs of all pupils; introducing, planning and implementing new courses of study to meet local and national educational developments.
* Map progress of pupils regularly against prior attainment and local and national norms and identify pupils at risk of underachieving.
* The post holder will be expected to teach in line with the Academy’s generic teacher’s job specification. Designated non-contact time for leadership and management responsibilities will be made available.

**Leading and managing staff**

* Line managing all staff who teach Geography as appropriate and providing effective support, challenge, information and professional development for all staff within the subject area.
* Establishing clear expectations and high standards of professionalism and collaboration across the department working closely with other team leaders.
* Taking an active role as a Team Leader within the Academy’s Appraisal process to develop the professional effectiveness of colleagues.
* Providing structured support and assessment for NQT and ITE students to enable them to meet the relevant professional standards.
* Working in collaboration with the SENCo, SEN staff and Heads of School to ensure that Individual Education Plans and support plans are used across the department.

**Efficient and effective deployment of staff and resources within the team**

* Creating an effective and stimulating learning environment for teaching and learning.
* Deploying accommodation to effectively meet the teaching and learning needs of the subject.
* Using appropriate resources, in consultation with the Headteacher, for effective, efficient and safe teaching and learning within the subject area; accommodation, staff, time, courses, development opportunities, ICT equipment etc.
* Ensuring a safe working and learning environment through application of appropriate risk assessments.

**Other responsibilities**

* Act at all times as an ambassador for the Academy in a manner which upholds its Christian values and ethos and to model behaviour consistent with the Academy’s standards and aspirations.
* Take an active role in the Academy’s pastoral care of pupils and fulfil a pastoral and mentoring role.
* Foster good relationships with parents and the wider community.
* Have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled.
* Demonstrate a commitment to personal professional development.
* Be subject to performance objectives agreed annually and will be responsible for providing evidence of progress for key accountabilities.
* Carry out such other duties as may reasonably be assigned by the Headteacher.
* Recognise that duties of a post may vary from time to time without changing the general character of the post or level of responsibility entailed.