



## **HEAD OF GEOGRAPHY**

### **Teaching and Learning**

- To be a role model for the highest standards of teaching and learning
- To ensure that the development of schemes of learning take into account the statutory requirements, school policy and full ability ranges of students at the school.
- To oversee the provision of a wide variety of teaching and learning strategies, including the use of ICT and the effective use of summative and formative assessment in order to raise standards of achievement.
- To ensure that the quality and delivery of the curriculum is kept under regular review.
- To oversee the provision of homework and feedback in accordance with school policy.
- To undertake appropriate QA procedures which support departmental self-review and school and department improvement planning.
- To oversee the provision of cover work for any colleague absent from the department to ensure that disruption to learning is minimized.
- To quality control Assessment, Recording and Reporting processes including report writing
- To liaise with the display coordinator to ensure that a positive learning environment is created and sustained.

### **Students**

- To ensure that students understand their projected grades, that they make good progress and achieve their target grades
- To ensure the maintenance of good order and discipline in all classes in the department by actively upholding the school's Code of Conduct.
- To monitor students' progress via regular assessment, book sampling and lesson observation and address issues of underachievement
- To interpret examination results analysis.
- To celebrate and value students' achievements at all Key Stages.
- To liaise with the Examinations Officer to ensure that students are entered for appropriate examinations consistent with their achievements to date and their potential.
- To provide appropriate support and promote high achievement in public examinations.
- To oversee the allocation of students to groups/sets in preparation for each new term as appropriate.
- To support the assembly programme.
- To promote the extra-curricular programme.

### **Personnel**

- To provide creative and visionary leadership in order to build an effective departmental team, this will include ensuring the full implementation of the Departmental Development Plan.

- To allocate work and responsibilities to individuals within the department to ensure the department runs efficiently.
- To ensure that Performance Management is supportive, developmental and that staff have ownership of the process.
- To work productively and co-operatively with the line manager.
- To deal effectively with all routine departmental organisation and administrative matters.
- To liaise and work collaboratively with other Heads of Department, Achievement Co-ordinators (Heads of Year), SENCO and with external agencies as appropriate.
- To oversee the continuous professional development of all staff within the department, including the induction of new staff, and promote a culture of mentoring and coaching.
- To promote the training of trainee teachers especially via the Bromley Schools Collegiate.
- To take an active role in the recruitment and retention of staff.
- To maximise the contribution of support staff to the quality of teaching and learning.

### **Resources**

- To manage departmental budgets in line with the departmental plan and good value for money.
- To deploy resources effectively and equitably and to liaise with the finance department who orders all departmental resources.
- To regularly review records of all expenditure for the department.
- To contribute to the preparation of an annual budget and regularly monitor expenditure of the department's budget.
- To oversee the use of books, equipment and other resources so that they are properly cared for and that their use is effectively controlled and efficiently organised.
- To effectively deploy all teaching staff to appropriate classes and rooms.

### **Whole School**

- To contribute to the development of school policy by taking an active role in consultation processes.
- To work in support of whole school improvement.
- To support whole school activities that benefit the whole community (e.g. concerts, open days, information evenings, sports events etc.)
- To liaise effectively with parents and carers.
- To ensure that regular departmental meetings take place within the agreed structure for meetings and that action points are recorded and disseminated.
- To ensure the implementation of the school's policies within the department, including the health and safety and child protection and safeguarding policies as appropriate to the department.
- To attend staff meetings, scheduled PD activities and workshops.

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Please note the appointment will be subject to satisfactory references, medical clearance and an Enhanced Disclosure and Barring Service Check.*