



THOMAS MORE CATHOLIC SCHOOL

Job Description - Head of Geography

REPORTING TO:	Executive Headteacher & Head of School
RESPONSIBLE FOR:	Teaching staff within department
LIAISING WITH:	Senior Leadership Team, Heads of Years, SENDCo, Curriculum Leaders, Literacy Co-ordinator, External Agencies, Parents, Governors and Diocese

The Role

To lead best practice in the teaching of Geography, ensuring excellence in Geography teaching and learning, so that lessons are challenging and exciting, evaluating the quality of teaching and standards of students' achievement, and setting targets for improvement.

- To ensure a continued high quality education for all students
- To maintain the quality of learning and standards of achievement.
- To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Standards and STPCD.

Key Tasks

Knowledge and Understanding

- Understand the requirements and demands of the National Curriculum in Geography at Key Stages 3,4,5 and of the requirements and demands of external examination bodies regarding the appropriate exam courses offered
- Be familiar with health and safety issues, including subject specific, child protection procedures and positive behavior management.

Planning, Teaching and Class Management

- Plan teaching to achieve progression in students' learning through:
 - Identifying clear learning objectives specifying how they will be taught and assessed and ensuring the best use of teaching time.
 - Setting tasks for the whole class, groups and individuals which challenge students.
 - Using a variety of teaching strategies and ensure high levels of student interest.
 - Setting appropriate, challenging and demanding expectations.
- Provide clear structure for lessons, mas:\sharedareaadmin\office\3. job descriptions\jd for hogeog sep16.docintaining pace and challenge.

- Make effective use of assessment information.
- Plan opportunities to contribute to students' personal spiritual, moral, social and cultural development.
- Set high expectations for students' behaviour.
- Establish a safe, supportive and stimulating learning environment.
- Use a range of teaching methods to sustain the momentum of students' work and engage all students.

Monitoring, Assessment, Recording, Reporting and Accountability

- Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching.
- Lead the setting of homework on a regular basis and ensure that student work is marked promptly
- Assess and record each pupil's progress systematically and use records to ensure that students make demonstrable progress.
 - Check that students have understood and completed work set.
 - Monitor strengths and weaknesses.
- Inform planning.
- Ensure that children continue to make demonstrable progress.
- Write reports as required by statutory requirements.

Other Professional Requirements

- Establish effective working relationships with professional colleagues.
- To performance manage robustly all leaders, teachers and support staff in the Geography Department so that ambitious targets are met and there is a clear link between pay and progression.
- Set a good example to the students through your presentation, personal and professional conduct.
- Take responsibility for your own professional development, including knowledge of school policies and procedures.
- Liaise effectively with parents, carers and other agencies, including at parents' evenings
- Are aware of the role and purpose of the school governing body.
- Ensure compliance with all statutory Health and Safety requirements
- To undertake other duties as the Head teacher may reasonably direct.

Specific tasks

- Follow relevant schemes of work to teach Geography to Key Stages 3, 4, 5 including GCSE, AS / A Level or other, as required by the school.
- To lead the development of Geography in the school

- To lead the Department's strategic planning and self-evaluation processes.
- To ensure that appropriate arrangements are made for examination entries and statutory requirements.
- To be accountable for and support, hold accountable, develop and lead a team of people focusing on that area.
- To be committed to the school's Catholic / Christian ethos

THOMAS MORE SCHOOL - PERSON SPECIFICATION

HEAD OF GEOGRAPHY

Qualifications

- Qualified teacher status
- Appropriate specialist qualifications in the teaching of Geography at secondary level.

Experience

- At least 4 years successful teaching of Geography at secondary level.
- Evidence of the ability to lead a team or working group.
- Evidence of having worked across the curriculum with other colleagues.

Skills

- Ability to organise resources and manage a budget.
- Ability to convey enthusiasm to students, staff and parents.
- Ability to manage classroom behaviour positively.
- Ability to manage a department and organise the work of others.
- Ability to lead a team and to communicate with colleagues at all levels.

Aptitude

- A lively, enthusiastic approach to the teaching of Gerography.
- Empathy with young people and their life experiences.
- A firm commitment to equality of opportunity.