Hassenbrook Academy

Job Description

Date: Easter 2018

Post: Head of Geography

Range: MPS/UPS + TL2b

Responsible to: Line Manager ( SLT)

General Principles

* To be accountable for the academic out comes of all students. To ensure that all KS3 and 4 students achieve challenging targets. To provide high quality leadership learning for all staff and students in the department.
* To carry out the functions of a teacher at Hassenbrook Academy in accordance with the stated aims.
* To support the school to achieve the schools aims and implement whole school decisions.
* To be committed to safeguarding and promoting the welfare of our young people.

Principal Duties and Responsibilities:

1. To support staff in the subject area (teaching and support staff) and to lead in their coaching and professional development.
2. To be accountable for ensuring that all students meet challenging targets, to implement whole school Teaching and Learning strategies including the regular and formative marking of students’ work.
3. To attend and contribute to whole school meetings as appropriate.
4. To attend/participate in parent/teacher meetings, including in activities aimed at marketing the school. To actively recruit for the 6th Form.
5. To promote and foster good relations with parents and the local community.
6. To work with all staff in the department to achieve consistency in the implementation of all policies and procedures.
7. To play a lead role in raising the percentage of students achieving the English Baccalaureate.

Specific

To be accountable for raising the academic outcomes of all pupils at KS 3and 4 through:

* Having a clear strategic overview of the department including strategies for improving student performance.
* Designing and modifying a curriculum suited to all pupils’ individual needs.
* Regular analysis of data, leading to appropriate intervention.
* Effective identification of under achievement, leading to appropriate intervention.
* Sharing good practice within and between departments through planned collaboration.
* Monitoring and evaluating learning outcomes.
* Setting and delivering challenging targets.
* Ensuring continuity across the stages including in to the 6th Form.
* Ensuring consistently outstanding behaviour for learning across the department.
* Analysing and interpreting relevant national, local and school data and improving department performance as a result
* Regular research to inform practice, expectations, targets and teaching methodology.
* Implementing effective assessment for learning across the department.

2. Ensuring the quality of Teaching and Learning across the department through:

* The delivery of outstanding learning for all groups of pupils.
* Regular observations of lessons and of the quality of marking.
* Monitoring lesson plans, records, homework and assessment.
* Ensuring the effective development of pupils, individual and collaborative study skills necessary for them to become increasingly independent in their work.
* To lead, organise and champion extra-curricular Geography activities and ensure that all students have many opportunities for memorable experiences
* In collaboration with others, to play a key role in increasing the percentage of students who achieve the English Baccalaureate Status through student coaching, support, enrichment, parental engagement and other strategies

3. To develop an effective team through:

* Supporting the HOD with setting clear job descriptions and expectations with measurable outcomes.
* Supporting the HOD in using performance management to develop the team’s personal and professional effectiveness.
* Ensuring that any GTPs and NQTs are appropriately trained, monitored and supported.
* Working closely with other colleagues in the school.

4. To identify appropriate resources for the subject and ensure they are used efficiently and effectively through:

* The deployment of staff to ensure the best use of subject, technical and other expertise.
* The effective management of learning resources including ICT.
* Maintaining existing resources and exploring opportunities to develop and incorporate new resources and technologies.
* Using accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
* Ensuring there is a safe working and learning environment in which risks are properly assessed.

1. Develop extra curriculum activities within and beyond the department designed to motivate and stimulate pupil’s interests in the subject.
2. To undertake training to become an accredited examiner for the subject, where possible, and to ensure that a significant number of staff in the Faculty have a similar level of training.

These duties will be varied at the reasonable discretion of the Headteacher, to meet the changing needs of the school.

Date for review: At annual Performance Management review of subject leader

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_