



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

HEAD OF GEOGRAPHY

Band A (£29,664) – Band C (£48,244) plus Management Allowance 2 (£4,532)

We require as soon as possible, an enthusiastic and well qualified teacher of Geography to lead an expanding and innovative department.

The successful candidate will be required to teach across the age and ability range up to and including GCSE and Advanced Level.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 12% of schools nationally and 50% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack please visit the Job Vacancy section of the school's website: <http://www.draytonmanorhighschool.co.uk/>

For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Thursday 25 April 2019.

No agencies, faxes or CVs.





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Head of Geography
GRADE	Band A – Band C plus Management Allowance (MA) 2
RESPONSIBLE TO	Head of Faculty
JOB PURPOSE	To take overall responsibility for the leadership, management and co-ordination of all work within the department.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To liaise with and support the faculty head and to liaise with senior staff, other heads of faculty/department and heads of year to ensure that school policies are implemented
- To lead and involve all departmental staff in development planning
- To represent the department through the school's consultative structure and to consult with the Head on matters concerning their department
- To manage all aspects of the curriculum within the department to maximise student progress
- To lead and manage the department to secure the best possible outcomes for pupils
- To have overall responsibility for the Assessment, Recording and Reporting within the department
- To manage effectively and efficiently all resources within the department
- To manage the development of staff in accordance with whole school, department and individual needs
- To represent the department as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- To promote a purposeful, disciplined and thriving learning environment within the department which aims to raise student expectations and self-esteem
- To take on the roles and responsibilities of other post holders if required on an interim basis
- All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with



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PERSON SPECIFICATION

POST TITLE **Head of Geography**

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in relevant subject • PGCE at Secondary level • Qualified Teacher Status 	<ul style="list-style-type: none"> • Recent INSET in Geography related issues • Recent INSET in Geography Education/Curriculum Management
Experience	<ul style="list-style-type: none"> • An effective teacher with at least two years' experience of teaching across the full age and ability range • Successful experience of Geography A Level teaching • Ability to share their experience to sustain a curriculum which is sensitive to the needs of all children 	<ul style="list-style-type: none"> • Understanding of needs and strategies for effective differentiation • Experience of a range of teaching and learning styles
Ability/Skills	<ul style="list-style-type: none"> • Ability to lead and manage a team • Ability to teach Geography to GCSE and 'A' level • Able to translate an idea into curriculum delivery • Able to demonstrate clear understanding of educational assessment issues • Able to effectively manage administration • Willingness to motivate and develop colleagues • To manage and be responsible for the efficient and effective use of Department resources • Ability to use a range of teaching approaches including individual work, group work, self-support study and fieldwork • Ability to teach mixed ability classes, meeting the needs of all students including those with SEN 	<ul style="list-style-type: none"> • Willingness to acquire skills as appropriate eg ICT • Ability to manage a budget

Equal Opportunities	<ul style="list-style-type: none"> • Awareness of equal opportunity issues and how these can be addressed in the classroom environment 	<ul style="list-style-type: none"> • Willingness to help formulate and implement equal opportunity policies
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Enthusiasm for and belief in the teaching of Geography within the comprehensive ideal • Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour • To be interested in children as individuals, in how they learn, and be committed to the comprehensive ideal • To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department • Evidence of commitment to and understanding of collective responsibility 	<ul style="list-style-type: none"> • Commitment to the notion of whole school, and whole Faculty policies