# GREENFORD HIGH SCHOOL

**Deputy Head of Geography**

Inner London Pay Scale plus Teaching and Learning Responsibility Point 2B (£4399)

## Job Description

**Purpose of the post:** To assist the Head of Geography to lead, develop and improve teaching and learning throughout the curriculum area, aiming for the highest achievable standards in all lessons, for all pupils. To assist the HoD in the aim to make the department an outstanding one.

To help develop the content of the curriculum and its links with other areas, through individual and departmental planning of schemes of work, lessons, self-evaluations and improvement plans.

To monitor the delivery of the curriculum in the subject area through observations, learning walks and work samples.

To use data to track the progress of individuals and different cohorts of students, to ensure that teachers and students are working towards the highest standards of achievement.

To ensure that assessment for learning is used effectively throughout the department to raise achievement.

To lead staff so that they work positively and collectively to develop and improve all aspects of teaching and learning in this area.

To promote and organize curriculum enrichment activities in the department, from trips to clubs, displays to revision lesson.

To lead the department in supporting intervention strategies, study clubs and revision lessons beyond the school day and the school week.

To be able to teach the appropriate subject(s) across the age and ability range.

To work in accordance with the school’s aims, departmental and school policies which are designed to provide an appropriate education for all students and encourage individuals to high personal achievement.

**Responsible to:** The Head of Geography

**Responsible for:** Teachers of Geography

**Main Duties:**

1. To help improve and develop teaching and learning in Geography through the collective development of resources, schemes and lesson plans of the highest standard.
2. To help improve and develop teaching and learning in Geography through the development and training of staff who deliver the subject, such as through the use of observation, feedback and advice.
3. To deputise for the HoD in his/her absence.
4. To promote challenging, purposeful, enjoyable and appropriately differentiated lessons in the subject.
5. To ensure that special needs and language requirements of all kinds are met.
6. To maintain progression and continuity in the subject area for pupils as they move up the school.
7. To assist in the promotion of whole school and departmental policies and to follow the school’s Appraisal procedures and aims.
8. To assist in the development of the appropriate cross-curricular themes and have oversight of whole school strategies within the subject’s lessons, including: … literacy, G&T, numeracy, Student Voice, Assessment for Learning, Personalising Learning, work-related learning and enterprise education. To ensure that such themes are identified in the schemes of work.
9. To have regard for the school’s status as a Business, Enterprise and Language College and a Training School in the leadership and overall vision of the subject.

**Pastoral Care:**

All teaching staff are expected to be a Form Tutor of an assigned tutor group, to carry out related pastoral duties in accordance with the school’s pastoral policies and job description of the Form Tutor.

**General:**

To participate in appropriate meetings with colleagues and parents to facilitate the above.

To undertake a share of general supervisory duties in accordance with the school’s organisation of duty rosters.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teacher’s Pay and Conditions document.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school’s published Time Budget policy and have regard to clause 36(i)(f) of the current Teacher’s Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

# Person Specification

# Qualifications

* DFE recognised Qualified Teacher Status
* Degree or equivalent qualification

### Professional Knowledge and Experience

* Understanding and knowledge of the school’s safeguarding policies and procedures
* Understanding and/or experience of current developments in the secondary curriculum regarding English
* Understanding of current approaches to assessment, recording and reporting procedures at various levels
* Knowledge of the implications for the teaching of Geography in a multicultural environment
* Knowledge and understanding of issues related to equal opportunities and their implications for classroom practices in the teaching of English

### Professional Skills - to be demonstrated to the interviewing panel’s satisfaction

* Ability to liaise with other teaching staff and work in co-operation with colleagues
* Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress
* Ability to assess, monitor and report on students’ progress
* Ability to communicate effectively orally and in writing
* Ability to effectively manage, organise and control students’ working
* Ability to successful encourage students to the highest standards of individual achievement
* Ability to adopt flexible teaching and learning strategies

# Educational Commitment

* Commitment to the development of schemes of work which will promote anti-racism and anti-sexism and learning styles which will promote the achievement of each individual pupil.
* Commitment to the school mission statement and code of conduct.
* Commitment to the welfare of each and every child and the school’s safeguarding procedures and policies.
* Commitment to improving teaching and learning in the subject through research and development
* Commitment to addressing whole-school issues and cross-curricular themes in the subject, including literacy, numeracy, Student Voice, Assessment for Learning, Personalising Learning, extended schools, work-related learning and enterprise education
* Commitment to the achievement of quality in education through managing and monitoring the performance of staff
* Commitment to the achievement of quality in education by assisting in the Continuous Professional Development of staff
* Commitment to the development of links between the school, home and the community
* Commitment to providing a supportive environment for the pupils particularly for those with special educational needs