

<b>Job title:</b>	Head of Geography
<b>Reporting to:</b>	Head of Humanities
<b>Salary</b>	Main Scale/UPS + TLR 2B
<b>Core purpose:</b>	<p>To support the Head of Humanities to lead and manage the Geography staff to improve teaching and learning within the department.</p> <p>To carry out the duties of a Teacher in accordance with the School Teachers' Pay and Conditions Document and other relevant statutory provisions.</p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum to designated students, incorporating National Curriculum requirements and in line with curriculum policy.</p> <p>To work towards and promote the vision and the aims outlined in the School Improvement Plan.</p>

## CORPORATE RESPONSIBILITIES:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

## CORE REQUIREMENTS OF THE POST:

As a Head of Department, you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

This post carries a TLR awarded for a sustained and significant additional responsibility that is not required of a classroom teacher.

This post:

- Must focus on teaching and learning
- Requires you to exercise your professional skill and judgement
- Must have impact on the educational progress of students other than those you teach
- Involves you leading, developing and enhancing the teaching practice of other staff and students

## Expectations of all teachers:

Teachers within the Two Counties Trust ensure that the education of students is their first concern and are accountable for maintaining high standards of professional conduct.

Our teachers are expected to:

- Set high expectations which inspire, motivate and challenge students to fulfil their potential.
- Demonstrate consistently high standards of personal and professional conduct.



- Ensure that students are offered engaging and high quality learning opportunities.
- Facilitate, support and monitor the progress and development of students.
- Demonstrate good, current subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all students.
- Make accurate and productive use of assessment.
- Treat students with dignity, building relationships which are rooted in mutual respect, observing proper boundaries as appropriate to their professional role.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Show tolerance of and respect for others.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Manage behaviour effectively in order to maintain a good and safe learning environment.
- Actively engage with performance improvement and undertake professional development activities to enhance self and job performance.

### **Teaching & Learning responsibilities:**

Our teachers are expected to:

- Plan, teach and evaluate lessons, ensuring that the learning experience for all students is well matched to their educational needs.
- Create a stimulating environment for teaching and learning using a variety of methods which are appropriate to students' learning styles and the varying demands of curriculum.
- Deliver a high quality learning experience that meets internal and external quality standards.
- Assess, record and report on the attendance, progress, development and attainment of students.
- Provide set targets for students and provide feedback, ensuring students know how best to improve, maintaining accurate and relevant records as required.
- Maintain a positive, conducive and safe learning environment, being aware of and responding to any health and safety issues.
- Encourage high standards in punctuality and presentation of work.
- Set high expectations for students' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the behaviour policy.
- Use ICT appropriately and creatively to support effective learning.
- Consistently apply and support the development of policies which enable effective learning and inclusion.

### **Working with others:**

Our teachers are expected to:

- Form professional and co-operative working relationships with colleagues.
- Share knowledge and expertise concerning the content, teaching strategies and learning activities that represent good practice in the relevant curriculum area(s).
- Support colleagues in the formulation of appropriate methods of assessment and recording for their curriculum area.
- Trial materials, strategies and interventions related to the subject and sharing these, and their outcomes, with colleagues in staff meetings.
- Work with parents and carers as partners in order to raise standards and achievement.

### **Other duties relevant to the role:**

Our teachers are expected to:

- Support and adhere to all quality assurance procedures.
- Maintain accurate records which identify and monitor the progress of all students.
- Communicate effectively with parents of students and with persons or bodies who are concerned with the welfare of students, after consultation with appropriate staff.
- Contribute to the personal, social, health, citizenship and enterprise education of students according to the agreed policy.
- Carry out a share of supervisory duties in accordance with published rosters.
- Participate in appropriate meetings with staff and parents as defined by the annual calendar.



### Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.








This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

### Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.



**Adults at the Manor Academy will:**

 <b>Aspire</b>	<p><i>Aspire for ourselves and the school to be Outstanding in all areas</i>  <i>Be reflective in everything we do</i>  <i>Use all the resources available to us for our own development and to support the learning of others</i></p>
 <b>Caring</b>	<p><i>Support and encourage every student and one another</i>  <i>Look after our own and others' physical and mental well-being</i>  <i>Value and share all our resources and the school environment</i></p>
 <b>Happy</b>	<p><i>Maintain a positive attitude</i>  <i>Celebrate the successes and achievements of others</i>  <i>Confidently promote the school and the work of colleagues</i></p>
 <b>Inspirational</b>	<p><i>Be role models for others</i>  <i>Be outward facing, creative and dynamic</i>  <i>Keep trying when something is tricky or difficult</i></p>
 <b>Equality</b>	<p><i>Treat everyone with dignity and respect</i>  <i>Celebrate our diversity, strengths and talents</i>  <i>Work as a team, using the skills and experience of others</i></p>
 <b>Voice</b>	<p><i>Listen respectfully to one another and respect the views of others</i>  <i>Manage our emotions in difficult situations by remaining calm and using a restorative approach</i>  <i>Demonstrate honesty and integrity in everything we do</i></p>
 <b>Excellence</b>	<p><i>Expect the highest standards of ourselves and others</i>  <i>Seek feedback and continually review and improve what we do</i>  <i>Ask for help, guidance and support when we need it</i></p>



## PERSON SPECIFICATION

Role: Head of Geography		E/D	A	I
<b>Qualifications and Training</b>				
1	Qualified Teacher Status or completion of training programme.	E	✓	
2	Degree in a relevant subject.	D	✓	
3	Evidence of continuing professional development.	E	✓	
<b>Experience</b>				
4	Relevant teaching experience in secondary education, either through a training programme or current post.	E	✓	✓
5	Experience of using data to inform planning, target setting and to secure improvements.	E	✓	✓
6	Experience of successfully implementing successful teaching and learning strategies.	E	✓	✓
<b>Knowledge and understanding</b>				
7	Excellent subject knowledge with a passion for the subject area.	E	✓	✓
8	Knowledge of the National Curriculum including latest developments, initiatives and current issues.	E	✓	✓
9	Knowledge of effective assessment strategies.	E	✓	✓
10	Clear understanding of successful strategies for raising achievement.	E	✓	✓
11	Good knowledge of pedagogy, how students learn and teaching styles.	E	✓	✓
12	Understanding and commitment to social inclusion.	E	✓	✓
<b>Skills and abilities</b>				
13	Ability to communicate effectively with students' and parents.	E		✓
14	Flexible and imaginative with the ability to solve problems creatively.	E		✓
15	Good IT skills with the confidence to exploit new technology.	E	✓	✓
16	Ability to effectively manage behaviour.	E	✓	✓
17	Ability to motivate and inspire students to achieve.	E	✓	✓
<b>Personal attributes</b>				
18	Tenacity and resilience.	E		✓
19	A strong and supportive team player.	E		✓
20	Personal presence and confidence; warmth & sensitivity.	E		✓
21	Enthusiastic and determined.	E		✓
22	Courteous and tactful. Relates well to young people	E		✓
23	Able to work on own initiative and manage diverse work pressures	E		✓
<b>Other</b>				
24	A commitment to uphold and promote equality of opportunity	E	✓	✓
25	Demonstrates an understanding of Safeguarding issues relevant to the post	E	✓	✓

KEY: ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** March 2021

