



# Wright Robinson College

Headteacher: Martin Haworth

<b><u>JOB TITLE</u></b>	<b>Assistant Head of Geography</b>
<b><u>SCALE/SALARY</u></b>	<b>TLR 2B - £5,349</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>Headteacher, Deputy Headteacher, Assistant Headteachers, Extended SLT, Head of Faculty and Head of Geography</b>

## **JOB PURPOSE**

In conjunction with the Head of Department and Head of Faculty be responsible for the implementation and development of an ambitious curriculum design in geography which allows all students to make excellent progress. To take a lead role in staff development across the department.

Together with the Head of Geography and Head of Faculty, ensure the efficient organisation and management of the geography department and to act as the Head of Department in the event of the potholder's absence.

## **Main Contacts**

Deputy Headteachers, Assistant Headteachers, Heads of Faculty, Heads of Year, Teaching Staff, Support Staff, parents/carers and students.

## **Duties and Responsibilities**

1. To support the Head of Department in the implementation of the Key Stage 3 geography curriculum, ensuring that it meets the National Curriculum requirements, prepares students for KS4, that it is in-line with the college and faculty curriculum intent and that the identified essential knowledge and skills are prioritised and retained by students. To assist the Head of Department in the implementation of the KS4 SOW.
2. To monitor the quality of teaching and learning within geography but with a specific responsibility for KS3 geography. This will include the scrutiny of schemes of work, book sampling, ensuring that work is regularly and thoughtfully marked for progress, providing guidance on how to improve performance. To conduct lesson drop-ins at the request of the Head of Faculty and in-line with college policy and processes.
3. To act as a positive role model within the faculty. This will include contributing to the faculty's open door policy in order to share good practice in teaching and learning.

4. To teach a range of classes and model good practice in teaching and learning.
5. To contribute to the college's self-evaluation process.
6. To monitor the progress of every student in Key Stage 3, through appropriate record systems, and to implement intervention strategies to ensure that all students make good progress. This will include collating teaching actions following data drops.
7. To take responsibility for representing the department at Key Stage 3 academic boards and put in place suitable interventions and actions following these meetings.
8. To assist the Head of Faculty in the creation of a faculty assessment calendar that supports the whole college assessment plan.
9. To have oversight of any internal examinations across KS3.
10. To support staff development of geography teachers so that they enhance their pedagogical knowledge and skills in order to improve student attainment.
11. To take a lead role on the use of IRIS within the department, creating a bank of resources which highlight areas of good practice and in-line with the priorities set out in the department improvement plan.
12. To support the Head of Department in setting work during periods of staff absence. Monitor the quality of teaching and learning during any long term staff absences.
13. To act as an appraiser within the faculty.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*