

JOB DESCRIPTION - HEAD OF GEOGRAPHY

Salary: MPS/UPS, (TLR2b)

Role Purpose:

- To set the strategic direction for the development of the Geography Department
- To promote excellent teaching and learning throughout the Geography Department
- To promote enthusiasm for Geography amongst students during their time at the Academy.

KEY TASKS

Strategic Direction and Development

- To have ambition and vision for the performance of the Geography Department, establishing Departmental Development Plans for the subject and monitoring the progress made in achieving them
- To communicate and cooperate with other departments and to share good practice
- To keep abreast of academic developments in Geography and of changes to the exam specifications on offer, making appropriate decisions about choice of exam board that meets the need of the students.
- To establish and promote departmental policies in line with whole Academy policies on such areas as differentiation, independent learning, provision for the most able, assessment and homework
- To complete the Departmental Review of external exam results annually, with reference to baseline data
- To establish high standards for teaching and learning within the department and to carry out regular learning walks
- To assist in the evaluation and appraisal of members of the department via the Professional Development programme
- To keep schemes of work under review and to ensure at the start of each academic year that appropriate schemes of work are available for all staff in the department
- To encourage innovative and imaginative curriculum work and the sharing of teaching resources
- To analyse examination results and to review teaching and learning in the light of these results
- To coordinate the setting and marking of internal examination papers

Leading and Managing

- To promote a positive atmosphere in the department which enables all staff to develop and maintain an enthusiastic and confident attitude towards the teaching of Geography at a high level
- To support the development and induction of PGCE students, NQT candidates and new teachers
- To advise the Assistant Principal (CPD) of departmental training needs
- To support colleagues, wherever and however appropriate (e.g. in the development of classroom management strategies)
- To keep clear records of all students, including internal assessments, examinations and external examination results
- To plan, coordinate and promote extra-curricular activities that encourage students to develop an enthusiasm for Geography.
- To liaise with the Assistant Principal (Character and Culture) in mapping the

department's contribution to the academy's SMSC provision.

- To hold regular departmental meetings

Efficient and Effective Deployment of Resources

- To produce timetable requirements in consultation with the Vice Principal
- To run the department within its budgets
- To ensure that rooms, furniture, equipment, wall displays, etc. are maintained to a high standard in order to create an effective and stimulating environment
- To oversee the issue and return of books etc. to students, maintaining stock appropriately and to liaise with the Librarian regarding library requirements

RELATIONSHIPS

You will work closely with all members of the Geography Department

RESPONSIBILITY LEVEL

You will be responsible to the member of SLT linked to the Geography Department