**Job Description**

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| **Job title** | Head of Geography |
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| **Salary Scale** | Inner London mainscale plus TLR 2b (£4,662) |
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| **Responsible to** | Senior Leadership Team |
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| **Purpose of Role** | * To lead the subject curriculum at KS3, KS4 and KS5 to ensure excellent standards of student achievement within the whole curriculum area. * To be accountable for student progress within the curriculum area. * Lead postholders in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students within the curriculum area studying in accordance with the aims of the school. * To be accountable for leading, managing and developing the curriculum area * To work with the Senior Leadership Team and Middle Leaders in realising the school’s vision for students and staff. |
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| **General Responsibilities** | * For the standards of teaching, learning, assessment, student progress, behaviour, learning outcomes, curriculum development and deployment of resources in these subjects |
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In addition to carrying out the duties of a School Teacher as set out in the School Teacher’s Pay Conditions Document, you will have these responsibilities:

**Strategic direction and development of the subject**

1. To develop and implement policies and practices for the subject which reflect the school’s commitment to high achievement, effective teaching and learning
2. To create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
3. To establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which
   1. contribute to whole-school aims, policies and practices
   2. identify realistic and challenging targets for improvement in the subject
4. To monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

**Teaching and learning**

1. To secure and sustain effective teaching of the subject
2. To evaluate the quality of teaching and standards of students’ achievements and set targets for improvement
3. To provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
4. To use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those students
5. To ensure effective development of students’ literacy, numeracy, communication and information technology skills through the subject
6. To establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing accurate information about curriculum, attainment, progress and targets

**Leading and managing staff**

1. To provide to all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
2. To help staff achieve constructive working relationships with students
3. To appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
4. To lead professional development of subject staff through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching and mentoring, drawing on other sources of expertise as necessary, for example, higher education, LAs, subject associations and other professionals
5. To work with the SENCO and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject specific targets and match work well to students’ needs
6. To establish staff and resource needs for the subject and advise the Headteacher and senior leaders of likely priorities for expenditure, and deploy/allocate available subject resources with maximum efficiency

**Other**

1. To act as a role model to students in respect of dress, attendance and punctuality and general conduct.
2. To undertake any duties as may reasonably be required by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Selection Criteria / Person Specification**

The following aspects will be assessed in different ways, as shown: A= Application Form; I = Interview; T = Task

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|  | **Standard** | **Desirable** |
| **Education and Training** | * University Graduate with a good degree in a relevant subject (A) * Qualified Teacher Status (A) | * Evidence of relevant CPD and commitment to ongoing professional development (A,I) |
| **Teaching and Learning** | * Knowledge of the requirements of the National Curriculum and KS3, 4 & 5 courses (A,I) * Able to teach this subject up to Sixth Form (A,I,T) * Use of innovative approaches to the development of teaching and learning (A,I) * Have a proven record of success in improving student outcomes in these areas (A,I) * Able to motivate students and develop positive relationships with parents/carers (A,I,T) | * Have a willingness to offer extra-curricular activities (A,I) |
| **Leadership and Management** | * Be able to inspire, challenge, motivate and empower staff to carry the school’s vision forward (A,I,T) * Able to develop the teaching of others to secure improved student outcomes (A,I,T) * Have experience of curriculum development and monitoring the delivery by a team of staff (A,I) * Able to use data to evaluate the performance of staff and students and plan changes in curriculum, assessment and pedagogy (A,I) * Able to develop the role of Computer Science within the wider curriculum (I) | * Experience leading the training of other staff which raised standards (A,I) |
| **Personal Qualities** | * Have clarity of vision and be a strategic thinker (A,I) * Have a strong moral purpose and drive for improvement (I,T) * Have a firm approach to discipline around the school, and excellent classroom management skills (I,T) * Have an ability to work within, lead and motivate a team (A,I) * Be committed to the highest standards in all areas of school life (personal, behaviour, academic, enrichment) (A,I) * Have a strong grasp of contemporary educational issues (A,I) * Able to set challenging and achievable targets and ensure their delivery (A,I) * Have good time management skills (A,I) * Have outstanding communication and inter-personal skills (A,I,T) * Have an excellent record of attendance (A) | * Experience coaching other teachers in improving teaching and learning (A,I) |