



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: Head of Geography (Senior)

Basic Information

JOB TITLE	Head of Geography (Senior)	TO WHOM RESPONSIBLE	Assistant head curriculum, Head of Senior School, Master
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MAIN PURPOSE:

The head of geography in the Senior School is responsible for the subject from Years 9 – 13, including the IGCSE Geography as well as the IB Diploma standard and higher level courses.

Geography is a popular subject for pupils, particularly at IGCSE with about 50% of the year group taking it. The year 9 curriculum is an exciting preparation for this journey and leads on from specialist teaching in year 8 with a Prep humanities curriculum in years 6 and 7. It is expected that the head of Geography will have a clear vision, a range of practical strategies for enacting these, and the personal commitment required to sustain and build on a culture of excellence.

In addition to the expected generic duties of the position (as described, below), the Head of Geography will be expected to demonstrate and share their own interest in the subject,

to foster an enjoyment of geography among pupils of all levels of ability and ages, ensuring that the curriculum is based on rigour and scholarly challenge and that there is a commensurate co-curricular programme to support and extend pupils at all levels. Each year pupils take part in



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

geography competitions both within school and in wider China to test their skills in situations beyond the normal syllabus.

GENERAL:

- The Head of Department will be responsible for running the relevant academic subject. The subject teachers within the department will be provided with an outline job description and the Head of Department is expected to show discretion in allocating jobs and responsibilities within his/her team.
- The Head of Department should provide leadership and direction to all members of the department at the appropriate times.
- The Head of Department should play the key role in appraisal of all staff within the department.
- In periods of absence from the College during term time, the Head of Department will arrange cover, as per the cover timetable, and ensure suitable work is provided.

DUTIES:

The expected generic duties of the Head of Department include:

- 1. Responsibility for managing the departmental curriculum, including:**
 - establishing and reviewing schemes of work and monitoring their use by staff;
 - selecting the examination specifications offered at the College in the subject and liaising with the examination board about specifications, examinations and results;
 - establishing effective methods of assessment of pupils' work, analyzing the results and implementing changes to teaching and learning as a result;



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

- keeping up-to-date with subject developments outside the College and bringing them to the attention of colleagues;
- providing advice and guidance about future developments in curriculum, pedagogy, staffing and resourcing, as required by the Head;
- fostering, by example, a spirit of academic enquiry within the department;
- ensuring there are appropriate co-curricular activities associated with the department to complement and extend the department's teaching;
- active liaison with colleagues in the Prep School to ensure alignment of curriculum and timely sharing of information in respect of assessment and pupil progress.

2. Responsibility for managing the staff in the department, including:

- providing an effective induction programme for new members of the department;
- arranging for the observation of teaching as a matter of good practice and to provide constructive feedback to staff concerned;
- ensuring that rewards and sanctions are effectively used by staff;
- providing support to members of the department in any matters involving discipline in the classroom;
- delegating appropriate tasks to create a sense of teamwork within the department and aid professional development;
- ensuring that staff are aware of pupils with learning, medical, social or other difficulties and providing appropriate support;
- managing relief teaching when staff are absent;
- annual appraisal of the teaching of members of the department in accordance with the policies and procedures mandated by the College;
- working with the Head of the Senior School (and, if applicable the Head, Deputy Head and Section Heads of the Prep School) in monitoring overall workloads of members of the department;
- monitoring the writing of academic reports on pupils by staff in the department;



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

3. Responsibility for managing the pupils being taught in the department, including:

- ensuring that pupils are taught in appropriate groups according to the policies of the College and the intellectual requirements of the subject;
- scrutiny of pupils' work;
- fostering high standards of student work;
- advising pupils and parents on options choices relevant to the subject and with university applications;
- communicating effectively with parents in relation to areas such as pupil placement within classes or sets, outcomes of assessment and curriculum pathways.

4. Responsibility for the administration of the department, including:

- holding and recording the minutes of regular department meetings to exchange ideas and inform and develop good practice;
- producing an annual report for the Head including a detailed analysis of public examination results;
- allocating teaching space to staff and ensuring that the fabric thereof is respected by pupils;
- keeping accurate inventories of fixed assets in the department;
- where appropriate, managing ancillary staff;
- managing the departmental budget effectively;
- overseeing the purchase, issue, return of textbooks and the recharging of lost textbooks and/or the issuing of part-owned books to pupils;
- keeping a comprehensive online presence of up-to-date departmental resources;
- running or contributing to the running of a subject-based society which provides appropriate enrichment activities for different age groups;



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

- responding constructively to requests from other functions within the College and across the Wellington group of schools for advice and assistance, such as the admissions department, marketing department and bilingual schools;
- ensuring that displays in and around the department's teaching area are stimulating, helpful to pupils and indicative of the high standards the school expects.