

## Job Description

**Academy :** Leeds East Academy  
**Job Title:** **Head of Geography**  
**Grade:** MPS / UPS + TLR  
**Accountable to:** Assistant Principal / SLT Link

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### Role:

To lead the subject area of Geography achieving effective deployment of staff and resources in order to achieve the Academy aims, improving the outcomes for all students.

Responsible for: Teaching and Learning Outcomes and staff within the Geography team.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters, guide the work of every adult working at or associated with Leeds East Academy.*

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### General Duties and Responsibilities:

- Uphold and implement all whole-Academy policies in the discharge of duties of the post
- In conjunction with the Principal, plan the offer of appropriate courses within the curriculum area.
- Contribute to the compilation of Academy SEF themes
- Report on standards and progress in the area by tracking through the year and producing summative reports as required
- Produce the annual Department Development and Improvement Plan within the overall Academy Development and Improvement Plan priorities, based on an assessment of prior progress, an ongoing analysis of strengths, areas for improvement, and outcomes of learning walks / whole academy monitoring events
- Deploy staff effectively in order that they achieve a consistently good standard of teaching or support for learning
- Actively participate in Academy Professional Management processes, acting as performance manager and line manager for staff as agreed in structure

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**Management:**

- Ensure schemes of work are produced, kept up to date, and adhered to by staff
- Manage exam entries, coursework requirements (where applicable), submission dates and all routine accreditation demands either directly or through clearly defined, agreed responsibilities within the team
- Manage the team and other resources of budget including bidding and forecasting future needs to ensure impact on student outcomes
- Identify underachieving groups and students and ensure all teachers use data to monitor progress of students, planning appropriate interventions
- Ensure standardisation in assessment of students' work, in order that accurate tracking, marking and exam predictions take place and that assessment supports progress
- Develop intervention strategies within the area and refer students / engage the team with academy-wide intervention plans
- Monitor the standard of teaching, organising support where necessary and challenge if required through regular observation and book looks / work scrutiny / planning / checking
- Monitor, evaluate and review relevant area policy, keeping the handbook up to date
- Provide a good role model to all staff by being a good classroom practitioner, ICT competent, and a positive form tutor
- Implement agreed positive behaviour strategies including the organisation of subject strategies for positive behaviour
- Ensure the effective organisation of CPD / management of meeting time

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**Classroom Teachers: Expectations of all Academy staff**

- Ensure good progress for all students within groups taught through the planning and preparation of high quality lessons which engage, motivate and support learners and adhere to the Academy Teaching and Learning strategy
- Strive to deliver a consistently good standard of teaching

- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students
  - Consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the academy
  - Assess, record and report on the development, progress and attainment of students within the subject and Academy Monitoring and Evaluation schedule
  - In consultation with the subject leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the Department Development and Improvement Plan
  - Be a form tutor for a specified group of students, establishing the rapport necessary to support their social, emotional and citizenship education and development
  - Within the subject, make a strong contribution to agreed PSHCE areas as designated to the subject area through 'immersion' curriculum experiences
  - Contribute to the wider life of the academy by participating in the provision of planned extra-curricular activities, such as intervention and Geography homework clubs
  - Attend meetings, including parents' consultation sessions, and fulfil duties on rotas as required by the Principal
  - Implement all Academy policies with regard to registration, student absence, student uniform, use of planners and other routines detailed in the staff handbook
  - Observe Academy rules relating to the safeguarding of students, health and safety requirements, and equality policies
  - Participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures
  - Participate fully in the Academy Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the Academy's goal to be an outstanding place of learning
  - Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure that Leeds East Academy is a pleasant, positive place to learn and work
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### **Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

<b>Signed</b>		<b>Dated</b>	
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