

## HEAD OF GEOGRAPHY JOB DESCRIPTION

<b>LOCATION</b>	<b>Compass International School Doha</b>
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>Support high standards of teaching and learning in Geography.</li> <li>Take an active part in the development of the Geography department and the school as a whole.</li> <li>Engage in extra-curricular activities as required ensuring a high level of good quality participation by a wide range of students.</li> </ul>
<b>REPORTING TO</b>	Head of Secondary
<b>OTHER KEY RELATIONSHIP</b>	SLTs, Middle Leader, Teachers, Student, families (current or prospective)

<b>KEY RESULT AREA</b>	<b>MEASUREMENT OF PERFORMANCE</b>
<b>Leadership and Management</b>	
<ul style="list-style-type: none"> <li>To support the vision, positive ethos and policies of the whole school and raise standards of the teaching, learning and attainment of students across the school.</li> <li>Lead learning by providing a professional, positive, pro-active and creative approach in the Geography department facilities.</li> <li>Support day to day requirements such as examination entry, planning lessons and teaching to a high standard at all times.</li> <li>Maintain the high professional standards expected of a teacher in our school.</li> <li>Keeping up to date with marking and holding up to date records of student progress and providing additional support when required.</li> <li>Support and extend the work of the Geography department.</li> <li>Manage and organise all teaching resources required to teach subjects within the Geography department.</li> <li>To keep abreast of educational developments in line with the needs of the school.</li> </ul>	
<b>Leading in Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>To be an exemplary teacher, clearly demonstrating effective planning, teaching and organisation, and high standards of achievement and behaviour in Geography lessons.</li> <li>To be responsible for the development and on-going review of the school's Geography curriculum and related schemes of work.</li> <li>To follow the school's assessment, recording and reporting procedures.</li> </ul>	Lessons observations Pupil Progress reviews Data analysis Documentation Review of student work

<ul style="list-style-type: none"> <li>▪ Be willing to share good practice within and beyond the department.</li> <li>▪ Promote cultural entitlement through the provision of a broad range of enrichment activities during and after the school day.</li> </ul>	
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>▪ Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the students in the class.</li> <li>▪ Set appropriate, realistic yet demanding expectations for students learning, building on prior attainment/knowledge.</li> <li>▪ Identify students who may require learning support and know where to enlist help if and when required.</li> <li>▪ Planning should show clear understanding of the year group expectations and lead to progression within lessons and over sequences of lessons.</li> </ul>	Planning review Lesson observation Documentation
<b>Professional and Personal Development – Contribution beyond the Classroom and on-going Professional Development</b>	
<ul style="list-style-type: none"> <li>▪ Commit to continual development through the identification and implementation of your own Personal Development Plan.</li> <li>▪ Understand the need to take responsibility for your own professional development and keep up to date with research and developments in pedagogy as relevant to your role.</li> <li>▪ Understand your professional responsibilities in relation to school policies, procedures and practices.</li> <li>▪ Set a good example to students in the way that you conduct yourself within and beyond the school.</li> <li>▪ Evaluate your own teaching critically and use this to improve your practice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> <li>▪ Engagement with training and development opportunities including Nord Anglia University programmes</li> </ul>
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>▪ Bachelor degree</li> <li>▪ Teaching qualifications</li> <li>▪ Further Degree (e.g. MA)</li> <li>▪ IGCSE</li> <li>▪ IB Diploma Programme/A Levels</li> </ul>	Essential Essential Desirable Essential Desirable
<ul style="list-style-type: none"> <li>▪ Teaching within International School</li> <li>▪ Experience of the UK National Curriculum</li> <li>▪ Proven track record and two years teaching experience</li> <li>▪ Knowledge of the relevant aspects of the UK National Curriculum</li> <li>▪ Excellent oral and written communication skills</li> </ul>	Desirable Desirable Desirable Essential Essential

<ul style="list-style-type: none"> <li>▪ Ability to engage children and enable them to perform highly</li> <li>▪ Integrate technology into the classroom experience to enhance and extend the learning of students</li> <li>▪ Successfully teach students using technology in a virtual/hybrid environment</li> <li>▪ Native English speaker</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
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#### Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

#### Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Qatar.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

#### PHILOSOPHY AND VALUES

##### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

##### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation

in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

**Promote and embodies *The CORE 7 Leadership Capabilities*:**

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations