



**Job Description
Head of Department
Didcot Girls' School**

**Didcot Girls' School
Head of Department – Geography**

Responsible to: Headteacher and SLT Link

Responsible for: The curriculum; quality of teaching and learning; and progress of students within the subject.

Working Time: Additional 6 periods of Leadership & Management time each fortnight

Job Purpose:

- As team leader, to ensure that standards are consistently high, and that an aspirational, can-do culture characterises your department
- To develop and enhance the teaching practice of others through excellent role modelling, support, and in-department CPD
- To ensure the provision of a suitable, broad, balanced and differentiated curriculum which inspires students
- To monitor and support the overall progress of students within the subject
- To lead the process of raising standards of achievement and attainment within the department
- To overview a rich provision of extra-curricular opportunities within Geography

Principal Responsibilities

Teaching & Learning:

To monitor, evaluate and develop:

- overall standards of teaching and learning within the subject
- standards of achievement and attainment for all groups of students within the subject
- use of performance data for progress monitoring and intervention

Operational / Strategic planning & Quality Assurance:

- Lead on management, provision and standards across all Key Stages, alongside the Second in Geography
- Directly lead on management, provision and standards at Key Stage 5 in Didcot Sixth Form
- To establish short, medium- and long-term plans for the development and resourcing of the subject and communicate these effectively
- To monitor student progress and intervene where issues are identified
- To implement school policies and procedures, including Health and Safety and ensure risk assessments are in-line with national requirements
- To ensure effective operation of quality assurance systems and to monitor and evaluate the subject in line with school procedures
- To produce examination analysis reports, evaluate performance data and take appropriate action on issues arising from the data
- Produce the department SEF, with reference to the whole school SEF
- Produce the Department Learning Development Plan, with ref to the SDP
- Produce the department timetable and plan for effective deployment of staff within this

Curriculum Provision and Development:

- To ensure the coherent delivery and development of the curriculum at all key stages
- To co-ordinate provision for a key stage or year group, if required
- To ensure the curriculum provides for all groups of learners
- To actively monitor, keep up to date with, and respond to curriculum developments at national, regional and local levels
- To ensure that IAG is well managed for students as needed

Staff Development, Recruitment & Wellbeing:

- To support, guide, motivate and inspire team members and support staff
- To promote teamwork and effective communications
- To develop other TLR holders within the department as effective leaders in their areas
- To ensure staff development needs are identified and supported
- To undertake Performance Development reviews and to act as a reviewer
- To assist the Headteacher with appointment of department colleagues

Communication:

- To help ensure all members of the department are familiar with its aims and objectives in context with the school's core values and annual SDP objectives
- To ensure effective communication & consultation with students and parents
- To liaise with partner schools and schools within the MAT, Higher Education, Industry, Awarding Bodies and other relevant external bodies
- To represent the views and interests of the subject/key stage

Care Guidance and Support:

- To monitor and support the overall progress and development of students within the subject
- To help monitor students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To ensure the Behaviour for Learning and Standard Operating Procedures are implemented in the subject so that effective learning can take place
- To act as a Form Tutor, if required, and to carry out associated duties
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To undertake any other duty as specified by STPCD not mentioned in the above

General Duties:

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description

September 2019