

## Head of Geography – Outline Job Description



### **Accountable to:**

Designated SLT Colleague

### **Responsible for:**

The work of all colleagues teaching in the Geography Department

### **Also responsible for:**

N/A

### **Performance Management of:**

Colleagues within the Geography Department (unless otherwise assigned)  
(subject to annual alteration as necessary)

**Department:** Geography  
**Pay Scale:** TLR 2b  
**Timetable Load:** Approximately 75%

### **Job Purpose**

*In addition to the normal duties required of a teacher at the school (See Appendix 1):*

To lead, develop, hold accountable and support a subject team in order to raise standards, provide high quality teaching and a challenging learning experience, support progress and ensure the well-being of staff and students within the Geography Department.

### **Accountabilities**

#### **1. Creating a positive impact on the educational progress of pupils within the subject area.**

This will include:

- Agreeing, monitoring and evaluating subject pupil progress targets to make a measurable contribution to whole school targets.
- Monitoring and evaluating assessment data across the subject to identify trends in pupil performance and issues for development.
- Defining intervention strategies to address issues identified and evaluating and reporting on their effectiveness.
- Identifying measurable and challenging pupil progress objectives with teachers within their performance management objectives and supporting teachers in planning appropriate strategies to achieve them.
- Monitoring the objectives and targets of pupils with SEN and promoting the importance of raising their achievement.
- Encouraging pupils' motivation and enthusiasm in the subject, developing positive responses to challenge and high expectations.
- Encouraging participation in enrichment and extension activities.
- Playing a key role in ensuring each pupil has the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic well-being.

- Actively support subject colleagues with issues of behaviour management, ensuring good discipline both within the subject and around the school.

## **2. Leading, developing and enhancing the teaching practice of other subject colleagues.**

This will include:

- Undertaking the performance management of staff.
- Maintaining personal expertise, identifying and promoting effective teaching and learning strategies to meet the needs of all pupils, and sharing this with others.
- Monitoring and evaluating the planning and classroom practice of other teachers, providing constructive and developmental feedback on a regular basis.
- Ensuring that teachers are aware of the need for inclusion of all pupils and groups of pupils, and make provision for this in their planning.
- Ensuring teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the subject and communicate this to pupils.
- Recognising good practice and supporting teachers' progress against performance management objectives resulting in a tangible impact on pupils' learning.
- Providing support for colleagues through appropriate mentoring and coaching.

## **3. Leading, managing and developing the subject area.**

This will include:

- Co-ordinating strategies which contribute positively to the achievement of the school strategic plan, particularly, but not exclusively, where related to Science/Language Specialisms, and which actively involve all subject teachers in their design and execution.
- Engaging all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies
- Assisting the designated SLT line manager in the review of standards of leadership, teaching and learning, pupil progress and achievement, and staff development in the subject area, consistent with the procedures for school self-evaluation.
- Co-ordinating and monitoring the deployment of teachers and support staff to ensure their effective contribution to pupils' learning.
- Leading professional development in the subject through example and support and co-ordinating the provision of high quality professional development for staff.
- Ensure that assigned classrooms and the general learning environment are well maintained and supportive of learning through, for example, effective and relevant display.
- Building effective links with parents, the local community and wider community.
- Ensuring that there is a safe working and learning environment.
- Overseeing and evaluating the subject capitation allocation to ensure the budget is spent in line with subject learning priorities and best value principles.

## **Heads of Department – Job tasks**

Heads of Department will be expected to undertake the following tasks in successfully meeting the requirements of their role.

### **1. Creating a positive impact on the educational progress of pupils within the subject area.**

- Quality Assure Student Progress checks
- Analyse student Progress Checks to identify trends in pupil progress and co-ordinate follow up action where necessary. Collate and act on information from subject tutors and support staff
- Work with subject tutors to monitor homework and the use of school planners.
- Liaise with Heads of House on matters such as pupil welfare and behaviour.
- Liaise with the SENCO to monitor and support pupils with SEN
- Liaise with the MEAS Coordinator to monitor and support pupils with EAL
- Interview and counsel pupils.
- Communicate and meet with parents, Heads of Year, Deputy Head (Pastoral) and others as necessary regarding individual pupils.
- Promote the full range of rewards and assist colleagues with the allocation of academic and commitment prizes.
- Support colleagues in matters related to pupil misbehaviour, patterns of lateness, and absence
- Be aware of key national initiatives which impact on pupil development e.g. anti-bullying policy, 'Every Child Matters', etc.

### **2. Leading, developing and enhancing the teaching practice of other subject colleagues.**

- Make use of appropriate INSET opportunities and to keep up to date with subject specific and wider educational developments.
- Undertake lesson observations (and other strategies such as book scrutiny, mark book scrutiny) as a means of collecting evidence to support Performance Management objectives, to monitor the quality of teaching and learning, and to ensure that marking and assessment are both regular and thorough, and to share good practice.
- Undertake the role of Performance Management team leader as specified in the School's Performance Management Policy.

### **3. Leading, managing and developing the subject area.**

- Undertake departmental self-review.
- Meet with the designated SLT line manager at least once a term to review the work and development of the department.
- Attend Heads of Department meetings.
- Arrange, and chair Department meetings within the school meetings cycle.
- Manage the use of 'gained time' within the department.
- Take the final decision on subject specifications and examination entries.
- Liaise with the SLT, or other, colleagues, as appropriate, in all matters concerned with timetable and curriculum, and the deployment of staff.
- Ensure that schemes of work are devised, updated and reviewed.
- Establish a department policy on assessment and marking in line with school policy and implement a system for moderating assessment to maintain consistency.
- Keep the Department Handbook up-to-date.
- Be fully involved in staff appointments – preparing details of the department, job descriptions, short-listing, interviewing and appointment.
- Manage the department budget, resources and capitation.
- Ensure that the department classrooms provide a positive environment, and displays of work etc. are relevant and regularly updated.
- Ensure that appropriate Health and Safety risk assessments are undertaken.
- Ensure that work is provided when colleagues are absent.

## **APPENDIX 1: Teacher – Outline Job Description**



### **Accountable to:**

Head of Subject (as subject teacher)

Head of House (as Form Tutor)

### **Performance Management by:**

Head of Subject (in consultation with Head of House)

**Department:** Secondary subjects as dictated by specialism

**Pay Scale:** M1 – U3 as appropriate

**Timetable Load:** Approximately 87% (unless otherwise modified by an additional TLR)

### **In accordance with Teachers Pay and Conditions: -**

#### **Job Purpose**

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Helping Children Achieve More* agenda and Area Child Protection Procedures.
- To support the spiritual, moral, social and cultural development of pupils through both classroom teaching and in the role of Form Tutor.
- To contribute generally to the life of the school and actively contribute to the achievement of the school strategic plan, and provide and support opportunities for students to develop personally and academically throughout their school career.

#### **Accountabilities**

##### **Creating a positive impact on the educational progress of pupils within the subject area.**

This will include:

- Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
- Work with EAL/SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Support individual learning, including pupils on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing pupil outcomes regularly.

- Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.
- Work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan and implementing and monitoring change.
- Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem.

### **Monitoring, Assessment, Recording, Reporting, and Accountability.**

This will include:

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Track pupil progress against baseline data, monitor achievement against targets set, and take appropriate action on pupil outcomes.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate electronic register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

### **Subject Knowledge and Understanding**

This will include:

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- Keep up-to-date with research and developments in pedagogy in the subject area.
- Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
- Keep up-to-date with technological change and the use of technology to enhance delivery, and pupil access, to the subject.

### **Professional Standards and Development**

This will include:

- Be a role model to pupils through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable (in line with "Rarely Cover" guidelines).
- Be familiar with the School and Department handbooks and Departmental Portfolio contents and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including 'Keeping Children Safe in Education', to implement the Children Act 2004 (and subsequent legislation), and the role of the education service in protecting children.
- Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
- Be aware of the role of the Governing Body of the School and support it in performing its duties.

- Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
- Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
  - have Special Educational Needs;
  - are gifted and talented;
  - are not yet fluent in English.

### **Health and Safety.**

This will include:

- Hold any H&S qualifications relevant to the teaching of your subject e.g. DATA Machinery Safety in Design Technology.
- Undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Have an understanding of visits' procedures and the relevant actions to take when planning out of school activities.

### **Continuing Professional Development.**

This will include:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Implement and develop pedagogic procedures introduced through school, local or government initiatives.
- Implement the use of new technologies that enhance teaching and learning.
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
- Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional pupil support or any activity directed by the Headteacher.
- Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues, especially NQTs and ITTs.
- Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

### **Pastoral Responsibilities**

This will include:

- To undertake the role of Permanent or Associate Form Tutor within a House or Year group.
- To maintain an accurate electronic register during registration periods and inform the Head of Year/House of any patterns of pupil absence.
- Be an initial point of contact for parents who have general concerns regarding their son or need to share non subject related details with the school.
- To plan for the effective use of form time or tutor periods.
- To monitor sanctions issued to members of the form and provide suitable intervention where appropriate e.g. Form tutor report, contacting parents or working with a Head of Year/House.
- To track rewards accrued by form members and celebrate positive contributions e.g. Postcards home, nominations for awards.

- To establish a form environment based on trust and respect so that pupils can confidently raise any issues that are causing them concern e.g. Bullying, Child Protection issues, family bereavement.

### **Other Specific Duties.**

- Actively contribute to the achievement of the school strategic plan, particularly, but not exclusively, where related to School Specialisms.
- Provide and support opportunities for students to develop personally and academically throughout their school career.
- Undertake duties in accordance with the published duty rota and on an adhoc basis as required.
- Other duties, consistent with the role of teacher, that may, from time to time, be required.

### **SECTION 2 - ADDITIONAL DUTIES FOR THIS POST**

Additional tasks may be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's professional development programme:

This job description may occasionally be reviewed subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.