



JOB DESCRIPTION

Head of Department (Geography)

To assist the Head of Faculty in leading and managing a team of staff in delivering high quality teaching and learning throughout the department. This includes the promotion of student achievement as well as the maintenance of good behaviour and discipline.

Responsible to: Head of Faculty (Humanities) and SLT link

CORE PURPOSE

To secure high standards of achievement across the Geography Department, with a particular focus on KS3, KS4 and KS5.

To deliver high quality, creative, teaching and learning, including the promotion of student achievement as well as the maintenance of good behaviour and discipline.

To lead raising achievement strategies across Geography subjects together with learning and teaching across the Academy.

SPECIFIC

Vision

- Create a vision for Geography based on creative, outstanding teaching and learning for all students.

Curriculum

- To attend middle leader curriculum meetings and represent the Geography Department across the Academy.
- To ensure Geography learning outcomes are shared across the Academy.
- To coordinate the Geography subject CPD programme to ensure all teachers have appropriate training and support.
- To lead on sharing good practice developed within the Geography Department.
- Develop with outside agencies creative learning experiences across the Academy.
- Co-ordinate the use of the academy learning platform to support teaching and learning across the Geography curriculum.
- Ensure all teachers implement the independent learning programme in line with the Academy Homework Policy.
- To lead and coordinate Academy Partnership programme to provide primary students with the opportunity to share in the Geography learning experience.
- To lead on any Geography Dimension Days organisation and teaching.

Achievement

- To lead on data analysis of external and internal data to provide exam data analysis and reports.
- Drive the improvement achievement strategy for Geography by indicating and including current trends and continuous assessment; share the strategic overview; identify priorities.
- Anticipate and respond to National Agenda, eg curriculum and performance measures
- Keep up-to-date on national trends and monitor progress against national expectations.
- Develop and implement the Geography Curriculum.
- Manage the KS4 Options process
- Develop report to be shared with line managers, on half-termly basis, after each data collection, and overview of KS3 and KS4 achievement.

- Ensure all underachieving students after each data collection and external result publication are identified and receive appropriate high quality intervention.
- Ensure all assessments are completed and recorded in line with Academy assessment calendar.
- Take responsibility for ensuring good behaviour and attitude to learning is secured for learning across KS4.
- Share Geography achievements across the Academy, with parents, students and the community.
- Manage the G&T programme to support Geography achievement across the Academy.

Tracking

- Lead on co-ordinating all internal and external assessment:
 - Including examinations entries (including BTEC)
 - Re-sit entries
 - Continuous assessment
 - Course changes
- Co-ordinate a programme of moderation of internal assessments and controlled assessments
- Co-ordinate and check e-portal entries are completed to whole-school deadlines and are accurate and consistent with moderated results
- Monitor the effectiveness of intervention strategy and report to HOF the outcomes of intervention and plan future intervention based on data
- Lead on the reporting on the impact of intervention, attainment and achievement at Academy progress panels for all Geography subjects.
- Create data protocols to support accurate data entry and compliance for deadlines.

Celebration of Achievement

- Ensure all external data is distributed to Geography teaching staff and provide evidence in faculty meetings.
- Implement a programme of celebration events for highest achievers in KS4 in consultation with HOF.
- Develop strategies, in partnership with HOF, to further raise achievement across all courses, including controlled assessment.
- Monitoring and evaluating of the effectiveness of achievement strategies supported by parental meetings, learning walks and student interviews.
- Participate in opportunities to raise the profile across the Academy and secure student Geography students with

opportunity to raise the profile of Geography learning across the school across the school.

GENERIC

To ensure effective teaching and learning by:

- Having a detailed knowledge of the development and progression of subject(s) taught in an engaging and relevant curriculum;
- Keeping up to date with developments in pedagogy for the subject(s) taught;
- Setting appropriate and demanding targets for students' learning and motivation;
- Identifying clear teaching objectives, content, structure and sequences to ensure all students have the opportunity to reach their potential in subject taught, and in literacy, numeracy and ICT;
- Using teaching methods which keep students engaged, including stimulating curiosity, effective questioning and response, clear presentation and good use of resources;
- Responding securely to subject-related questions which students raise and students' common misconceptions and mistakes;
- Securing high standards of student behaviour, through well-focused teaching, establishing appropriate rules which students respect; and dealing with inappropriate behaviour in line with the behaviour policy;
- Using IEPs and IBPs to set subject specific targets, give targeted support and keep records of progress.

To ensure effective assessment and evaluation by:

- Assessing how well learning objectives have been achieved and use this assessment information to inform future teaching;
- Marking and monitoring students' class and homework, providing constructive written feedback and setting targets for students' progress;
- Making accurate assessments against attainment targets and performance levels associated with other qualifications taught;
- Setting targets for improving students' achievement and securing progress through using appropriate teaching strategies.

To involve parents and the local community by:

- Informing parents through oral and written reports on their children's attainment, progress, development and how they can help them to improve;
- Contacting parents if their child's progress is less than expected and responding to all communications from parents;
- Providing opportunities to develop students' understanding by relating their learning to real and work-related examples;
- Liaising with agencies responsible for students' welfare.

To develop self and support the development of teams by:

- Setting a good example to the students in their presentation and personal conduct;
- Evaluating their own teaching critically and using this to improve their effectiveness.
- Taking responsibility for implementing school policies and their own professional development;
- Establishing effective working relationships with professional colleagues and support staff;
- Appraising staff through Performance Management and using the process to develop the effectiveness of all staff;
- Deploying support staff and other adults effectively in the classroom, involving them in the planning and management of students' learning;
- Attending calendared meetings, contributing to discussions and implementing agreed actions.

To ensure that resources are used effectively by:

- Selecting and making good use of textbooks, ICT and other learning resources, which enable teaching objectives to be met.

General duties are to:

- Attend assemblies and register the attendance of students;
- Promote the general progress, well-being and social, cultural, spiritual and moral development of students at the school;
- Provide support and guidance to students on educational and social matters;
- Teach students whose teacher is unavailable for up to 39 hours a year;
- Provide accurate group lists and other information required by administrative support;

- Fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document;
- Carry out duties and responsibilities necessary for the smooth running of the school, as required by the Executive Head Teacher.

**OBSERVANCE OF
WASHWOOD HEATH MULTI ACADEMY TRUST
EQUALITY POLICY
WILL BE REQUIRED**

Signed: _____ *(Head of Academy)*

Signed: _____ *(Post-holder)*

Date: _____