

# **JOB DESCRIPTION**

## **HEAD OF GEOGRAPHY/GEOGRAPHY TEACHER**



The role will require a subject specialism in teaching Geography to students in the senior school up to GCSE level. The senior school comprises of Years 7 to 9 with Year 10 joining in September 2024 and Year 11 in September 2025. The teaching duties will also cover some PSHE and RS classes. He or she will have responsibility for the coordination of the subject throughout the senior school. The teacher will report to the Head of Senior School as line manager and work closely with other humanities teachers across the school.

### **Main Responsibilities as Head of Geography**

- To oversee planning progression across the year groups, especially from KS3 to KS4, to ensure good subject coverage and high expectations;
- To keep careful assessment records of pupil outcomes, considering intervention where needed and analysing performance for future success;
- To introduce innovation and high standards in a whole school approach to the subject;
- To implement their specialism to inform preparation for any external examinations and/or scholarships and support others in the department, when needed;
- To lead regular departmental meetings, minuted to SMT;
- To organise and attend field trips for pupils/students as required;
- To organise and lead key subject events;
- To analyse the reading/spelling/other assessments and attending Progress Review Meetings to discuss intervention and extension activities for pupils/students;
- To liaise with the Head of Senior School on registration for GCSE Geography examinations;
- To provide extension activities, such as for the Gifted and Talented cohort;
- To offer appropriate support and resources for students with SEND
- To arrange and participate in academic support outside of lessons, such as revision classes, if and when needed;
- To manage the provision and ordering of textbooks and resources;
- To ensure that departmental classroom displays present a stimulating environment;
- To organise trips and activities to enhance the teaching and learning of Geography.

Within these specific responsibilities, the Teacher is expected to foster a lively and enthusiastic atmosphere within the department for students and will liaise closely with all teachers.

### **Responsibilities as a Teacher:**

- To plan for and deliver a three-year GCSE programme of Geography to meet the needs of the students.
- To teach relevant academic and social material and encourage each student to achieve their full potential in line with the aims and high standards of the school.
- To meet the students' emotional and physical needs and to ensure their safety and

welfare.

- To be the first point of contact for parents, staff and students in matters relating to the welfare and discipline of students and to keep the Head of Senior School fully informed.
- To plan, prepare and teach appropriate stimulating and challenging lessons, providing consolidation and extension material as required.
- To mark and assess students' work, in line with the school's marking and tracking schemes.
- To take responsibility for the pastoral care and progress of students and to participate in relevant parents' evenings.
- To organise whole form activities and assemblies as required.
- To liaise fully with other staff to ensure consistency of standards throughout the school.
- To ensure that all assessments and marking relating to the students' work is up to date.
- To be aware of recent curriculum developments.
- To complete termly reports for students in the class.
- To be responsible for general form room tidiness and displays of work.

### **Flexibility**

To carry out any tasks or duties as requested by the Headmistress in line with the role.

### **Safeguarding**

To be aware of and implement the measures detailed within the School's Safeguarding Policy and to work with the Designated Safeguarding Lead to ensure the welfare and well-being of all pupils in their care.

## PERSON SPECIFICATION

	Essential	Desirable
A fully qualified teacher with relevant school experience.	✓	
Experience of teaching Geography to students in KS3 and above.	✓	
A specialism and related qualifications in Geography.	✓	
Experience of teaching a Geography GCSE curriculum.		✓
A track record in GCSE success for students in Geography.	✓	
An ability to contribute to other subjects.		✓
The ability to communicate effectively with students of all abilities and motivate them through innovation and technique.	✓	
Excellent organisation, time management, communication and interpersonal skills.	✓	
Attention to detail and pride in meeting deadlines.	✓	
Strong skills in assessment and use of data to maximise student progress.	✓	
Success in personalising learning to meet student needs.	✓	
Strong ICT skills.	✓	
The ability to work autonomously and as part of a team.	✓	
An adaptable and professional approach.	✓	
Experience of working in a small team.		✓
A strong vision for the Geography department in the senior school	✓	
Experience in developing a Geography department e.g student age group, new programme of study		✓