

**Job Description**

**Head of Geography**

**Job Title: Head of Geography**

**Main Job Purpose:** Strategically lead and operationally manage the development and embedding on the Wellington Academy learning culture and pedagogy to ensure outstanding outcomes for all learners.

**Accountable to:** Deputy Head

**Responsible for:** Subject and/or Key Stage Leaders, Teachers

**Policy/strategic direction and development**

* Strategically lead and operationally manage the curriculum and teaching and learning provision and practice in the Geography department
* Support SLT in embedding the whole Academy learning culture and pedagogy
* Activity co-lead on and contribute – with the Director of Learning: C&HI, to aspirational and inspiration curriculum design across the Geography department and whole Academy
* Embed, manage, monitor and account for assessment, marking, feedback and aspiration setting culture, which embodies the Academy’s vision of limitless aspiration and in the Geography department
* Align, prepare, monitor and update annual curriculum development plans
* Co-lead in ensuring that Trust vision, values and strategies are embedded in schemes of learning, curriculum plans and the daily practice in the Geography department
* Take a lead role in developing links within the Academy and outside the academy to enhance Trust improvement and student attainment in the Geography department
* Conduct timely SWOT analyses and other appropriate reviews of your department and plan for outstanding development and improvement

**Leadership and management of others**

* Lead and manage Key stage and/or subject leaders within the Geography department
* Promote a TWA learning and aspiration culture
* Work with other leaders within the Communication and Human Interaction department to ensure outstanding learning and teaching practice
* Co-lead on leadership coaching, training and development of key stage and/or subject leaders within the Geography department
* Lead and manage your area; contribute to recruiting, inducting, developing, deploying, motivating and appraising other teachers to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained
* Conduct processes and systems for quality assurance within your department
* Develop positive working relationships with staff
* Ensure involvement, commitment and effective communication of information and discussion of ideas among staff and holding regular minuted meetings
* Chair regular department meetings
* Report to senior colleagues and SLT at progress and achievement review meetings
* Hold others to account and work swiftly to address underperformance in your department

**Teaching and Learning**

* Promote and role model excellence in teaching and learning, to ensure all students make outstanding progress, achieve success and have limitless aspiration and opportunity
* Ensure that good and outstanding practice is shared throughout your department
* Ensure that schemes of learning are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning
* Ensure the delivery and development of the curriculum is effective in meeting the needs of all students
* Keep up-to-date with developments within education as it relates to your department and to the teaching practice
* Support the Behaviour for Learning Policy and ensure appropriate praise and reward is in place for achieving students and groups of students
* Contribute to the broader life of the Trust by supporting and leading curricula and extra-curricular events

**Monitoring, evaluation and assessment**

* Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained for all students, and student groups
* Ensure appropriate interventions are in place for poor progress and underachieving students and student groups, monitoring the effectiveness of individual plans put in place
* Set and moderate assessments
* Undertake focused, weekly learning walks and other forms of work scrutiny
* Monitor and evaluate the impact of Trust policies, e.g. homework / SMSC
* Monitor the quality of students work, staff marking and feedback practice
* Lead on the arrangements and entries for external examinations
* Ensure that students are entered for the appropriate qualifications and tier of qualification

**Training and development of self and others**

* Set personal targets and take responsibility for your own continuous professional development
* Assist and develop teams and individual staff in your department to enhance performance (induction, coaching and mentoring) and share good practice
* Be proactive in identifying training needs within your department ensuring that they are appropriately met, and that other staff members are active in their own personal and CPD
* Lead on department CPD priorities and aims in line with Trust and department priorities and aims
* Assess strengths and areas for development within your department and develop training and development in consultation with SLT

**Management of resources**

* Manage the department budget, to ensure the efficient and effective use of all resources
* Identify future resourcing needs and aspirations for the department within the framework of the Trust budget planning process
* Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines
* Ensure the physical environment has a strong learning focus and celebrates success

**Pastoral**

* Highly visible leadership on a daily basis
* Prepare your curriculum department for highly effective parent evenings and positively engage with parents and carers
* Prepare termly rewards/nominations
* Support Trust events e.g. Option Evening, Showcase events and festivals
* Be a House tutor and actively contribute to the tutor time, assembly and mentoring programmes

**General requirements**

All Trust staff are expected to:

* Work towards and support the Trust vision and the current Trust objectives outlined in the Academy Development Plan
* Contribute to the Academy’s programme of extra-curricular activities
* Support and contribute to the Trust’s responsibility for safeguarding students
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors
* Work within the Trust’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents and colleagues
* Engage actively in the performance review process
* Adhere to policies as set out in the Governing Body Regulations and staff handbook
* Undertake other reasonable duties related to the job purpose required from time to time
* Have read and understood academy policies and recognise the importance of fulfilling the ‘Seven Nolan Principles’ of public office holders

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

All Trust staff are expected to uphold the Values of the Trust.

Signed: …………………………………….………………. Date: ……………………………………

Job Holder

Print Name: ……………………………………………….