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| **Job Title:** Head of Geography | **Salary Range:** MPS/UPS + TLR2a |
| **Responsible to:** Head of Faculty, Headteacher, Governing Body and CORE Education Trust | **Location:** Arena Academy |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**Job purpose - Leadership and Management:**

* To provide pedagogic leadership of the subject area and play a key role in raising its

profile through high standards of the quality of own teaching and also by supporting

the professional development of colleagues

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the curriculum area as appropriate
* To take responsibility for leading and developing of innovative schemes of work which are inspiring for learners and teachers alike and feed into standard-based assessments
* To lead on raising standards of student attainment in the subject
* To work with all members of the department to facilitate and encourage learning which provides students with the opportunity to achieve their individual potential
* To track and analyse students’ progress and attainment in order to drive appropriate changes to curriculum design, student intervention and setting
* To monitor and support the overall progress and development of students in the subject
* To assist HOF in departmental self-evaluation as appropriate during the academic year
* To assist the HOF in the daily running of the subject areas and lead on key initiatives
* To share and support the Academy’s responsibility to provide and monitor opportunities for students’ personal and academic growth.
* To contribute to the Academy’s Professional Development programme by preparing and leading sessions as appropriate

**Academic Progress:**

* To lead the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies for the subjects including planning and preparing lessons
* To contribute to the faculty and whole school development plan and its implementation
* To assist the Head of Faculty, in ensuring that the curriculum area provides a range of teaching which complements the Academy’s strategic objectives
* To ensure the effective and efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the Academy
* To maintain appropriate records and to provide relevant, accurate and up-to-date information about the progress of students in the subject area
* To complete the relevant documentation to assist in the tracking of students.
* To track student progress and use information to inform teaching and learning.
* To communicate effectively with the parents and carers as appropriate.
* To follow agreed policies for communications in the Academy
* To contribute to the development of effective subject links with external to the Academy
* To ensure a high quality learning experience is delivered to all students including the use of a variety of delivery methods which stimulate learning appropriate to student needs
* To teach students according to their educational needs including, setting and marking of work
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
* To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching and learning experiences of students
* To maintain discipline in accordance with the Academy’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
* To undertake assessment of students as required by external examination bodies, departmental and Academy procedures.
* To mark, grade and give written and verbal diagnostic feedback as required
* Working with SENCO to ensure that SEND students receive appropriate support to meet their curriculum needs
* To plan and deliver inter-disciplinary projects which bring together knowledge and skills, which are focused on real-world enquiries and which culminate in a high quality end product

**Administration:**

* Assist with the co‐ordination of events such as Guided Choices, Open and Parents Evenings
* Managing and meeting deadlines

**Staff Development:**

* To continue personal development in the relevant areas including subject knowledge, pedagogy, educational developments and teaching methods
* To engage actively in the Performance Management cycle.
* Participate in whole school CPD programmes
* To take part in the staff development programme by participating in arrangements for further training and professional development.

**Safeguarding:**

* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the Academy
* Comply with the Academy’s Safeguarding Policy in order to ensure the safety and welfare of children and young persons

**Communications, Marketing and Liaison:**

* To communicate effectively with the parents and carers of students as appropriate
* To take part in marketing and liaison activities or events

**Personal Responsibilities:**

* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To actively promote academy policies and procedures
* To comply with the academy’s Health & Safety policy and undertake risk assessments as appropriate
* To undertake duties during the day as per the rota in times such as break and lunch
* To attend meetings, staff training and any calendared Academy events as expected
* To set appropriate cover work during any leave of absence.

**Notes:**

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.
* To participate in the operation of the Academy’s Appraisal Scheme.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

**Mobility:**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
* This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| **Job Description Reviewed By: Headteacher**  **Date: 6th November 2018** |

