



# **Job Description : Head of Department (Geography)**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

This is in addition to the roles and responsibilities described in the generic job description for teachers.

**Line Manager: Deputy Head (Academic)**

**Overseen by: Headmaster**

## **Aims of post of responsibility:**

- *To sustain and improve the quality of education offered to the pupils in the school through promoting the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in learning and teaching.*
- *To develop and present the subject in a manner which gives expression to its essential intelligence, beauty and wonder.*
- *To promote the ethos of the school through participation in the construction and implementation of the school development plan and in relevant curriculum committees.*

## **Specific Responsibilities as Head of Department**

<b>GENERAL</b>	<ul style="list-style-type: none"> <li>◆ To cultivate and develop departmental self review so as to ensure good progress in standards of teaching and learning;</li> <li>◆ To monitor progress by tracking pupil data (including the use of MidYis and Sixth Form target grades) and implementing intervention strategies as appropriate;</li> <li>◆ To evaluate the departmental results in public examinations and feed back to the Deputy Head Academic;</li> <li>◆ To oversee the quality of the department's writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries;</li> <li>◆ To implement the school's agreed policies;</li> <li>◆ To maintain effective discipline through implementation of the school's agreed procedures;</li> </ul>
<b>COMMUNICATION AND MEETINGS</b>	<ul style="list-style-type: none"> <li>◆ To attend Heads of Department and other meetings as appropriate;</li> <li>◆ To conduct Department meetings, ensuring the provision of agendas and minutes;</li> <li>◆ To ensure the discussion and transmission of departmental issues and policies to all relevant parties;</li> <li>◆ To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior management and to other members of middle management;</li> <li>◆ To liaise effectively with members of the department, senior managers, learning support and support staff;</li> <li>◆ To be aware of the departmental website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator.</li> <li>◆ To update curriculum information in all marketing publications, such as the GCSE options booklet and the Sixth Form prospectus.</li> </ul>
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>◆ To formulate the department's annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and all other resources;</li> <li>◆ To oversee the provision and maintenance of effective resources for learning, textbooks, pupils' materials, equipment, rooms.</li> </ul>

CURRICULUM	<ul style="list-style-type: none"> <li>◆ To lead the department by means of effective teaching, professional vision and knowledge;</li> <li>◆ To plan with the team for the development of the department and to write the departmental development plan in consultation with the team and within the framework of the school's development plan;</li> <li>◆ To review syllabi proposed by Awarding Bodies and select those which are most appropriate in the context of the School;</li> <li>◆ To maintain, develop and monitor schemes of work within the framework of the School and the requirements of examination boards, working collaboratively with the whole team;</li> <li>◆ To prepare and oversee the creation of teaching resources in collaboration with the members of the department;</li> <li>◆ To organise the staffing within the department in collaboration with the Deputy Head Academic and the members of the department;</li> <li>◆ To organise the arrangement of classes and teaching sets within the school's agreed policies;</li> <li>◆ To oversee the GCSE and A-Level uptake of the department's subjects;</li> <li>◆ To co-ordinate the provision of mock examinations within the department and standardisation of marking between teaching sets as necessary;</li> <li>◆ To maintain and update standardised internal examinations for each year group;</li> <li>◆ To supervise the preparation of teaching resources in collaboration with the members of the department;</li> <li>◆ To oversee SEN, G&amp;T and EAL provision;</li> <li>◆ To support members of the department in maintaining sound discipline within the school's agreed procedures;</li> <li>◆ To monitor the quality of teaching and learning within the department;</li> <li>◆ To ensure that curricular records are kept and reports written;</li> <li>◆ To ensure that Health and Safety issues are properly understood and procedures followed effectively and consistently;</li> <li>◆ To assess common entrance candidates and advise on admissions;</li> </ul>
Trips, Marketing and Displays	<ul style="list-style-type: none"> <li>◆ To promote the profile of the subject through organising relevant events both within and outside the school;</li> <li>◆ To co-ordinate the running of Field Trips to enrich the study of the subject in every year group;</li> <li>◆ To organise a biannual International Geography Field Trip;</li> <li>◆ To promote attendance at subject lectures, conferences, productions, and summer schools;</li> <li>◆ To coordinate and regularly update the displays in the teaching classrooms and the departmental notice board;</li> <li>◆ To update the departmental marketing publications for the GCSE choices booklet, the Sixth Form prospectus, Open Day and Sixth Form open evening and represent the department at these events;</li> </ul>
Line Management Duties and Responsibilities	<ul style="list-style-type: none"> <li>◆ To participate in the appointment of staff to the department and in the drawing up of their specific job descriptions;</li> <li>◆ To induct new staff;</li> <li>◆ To promote development and training opportunities for the department;</li> <li>◆ To take an appropriate part in the school's appraisal process, both as appraiser and as appraisee;</li> <li>◆ To induct NQTs as required;</li> <li>◆ To line manage members of their department;</li> </ul>

You may also be required to undertake such other comparable duties as the Head requires from time to time.