



JOB DESCRIPTION

Head of Department : Geography

Leadership & Management

- Lead the Department team by providing a professional, positive, pro-active and creative approach
- To participate in the appraisal /PDR process as a reviewee and, where appropriate, as a reviewer and to support staff in achieving their Appraisal Targets
- Support the Leadership Team in implementing Department and School practice, policy and vision
- Line Manage teachers and support staff as delegated through the line management structure
- To attend and positively contribute to the Department Meetings
- To lead Departmental Meetings and represent the Department at Strategic Middle Leader Meetings
- Model excellent learning and teaching and support others in the department to do so.
- Lead curriculum change through effective curriculum design and implementation.
- Demonstrate the qualities of a reflective practitioner who can assess impact and adapt to change
- Manage performance among Department staff
- Promote the well being/morale of colleagues
- Manage staff career development
- Manage and delegate job roles within the Department
- Manage and organise the technical support services where appropriate
- Represent the views of the Department at meetings and through consultative processes
- To encourage and assist communication up and down the leadership structure
- Contribute to whole School strategic planning through completion of relevant parts of the SEF/SDP
- Manage Departmental finances and resources
- Manage and organise the resources required to teach
- Plan and room the Departmental timetable
- Conduct Subject Reviews / self-evaluation together with SLT
- To be aware of the health and safety of all members of the School community and to deal with or report any areas of concern immediately (specifically including field trips)
- To complete any additional duties/responsibilities as required by the Headteacher

Achievements and Standards

- To work with the SLT and with Directors of Learning for students to achieve their best
- Track and monitor individual students and different cohorts of students and make appropriate interventions to tackle under-achievement of students' work
- Monitor the quality of achievement through student work scrutiny
- To ensure appropriate assessment and marking takes place within the Department and that School policy is being adhered to
- Take responsibility for overall behaviour management within the Department to ensure a safe, secure and structured learning environment

The Quality of Provision

- Ensure that schemes for learning are in place that meet the academic needs of all students
- Lead departmental self evaluation
- Update SDP in the light of departmental self-evaluation, whole School self-evaluation and SEF
- Observe and review the quality of teaching
- Encourage staff to share good practice
- Promote and monitor a stimulating learning environment which supports student progress
- Try to provide the latest learning resources for students and teachers
- Promote cultural entitlement through the provision of a broad range of enrichment activities including School journeys where appropriate
- The effective deployment of teaching staff, support staff and resources

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Professional/Personal Development and Well Being

- Develop a team ethos
- Provide opportunities for staff to discuss their own personal development and well being
- Ensure that staff are given a full range of teaching experiences and allowed to develop different aspects of their teaching
- Induct and assign mentors to new staff
- Support staff in receiving appropriate CPD which meets the needs of both the individual, the Department and the School
- Assist with the appointment of new staff
- Establish effective communication in the area through for example, the timely preparation of agendas, chairing of meetings and publication of minutes
- Provide support for staff
- Maintain and promote professional standards within the Department, including DfE Professional Standards and policies and practises of the School

Students, Parents/Carers and Stakeholders

- To carry out any pastoral support roles (including being a tutor) as required
- Evaluate the views of students, parents and stakeholders and act on recommendations where appropriate
- Liaise with parents, carers and stakeholders in order to facilitate the flow of information about students
- Oversee links with specialist staff and units
- Oversee mentoring and intervention programmes within the Department
- Make presentations to stakeholders to promote the subject and raise its profile amongst the wider community
- To contribute to the PSHE programme within the School, including taking ownership of modules / enrichment day components

Specific to this role

- To organise and deliver high quality fieldwork experiences for students at all key stages whilst ensuring effective safeguarding and health & safety practices.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination. Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

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Person Specification: Head of Geography

E Essential D Desirable
 A Application process I Interview process

Experience:	Essential/ Desirable	Assessed via?
Excellent teaching skills	E	A/I
Ability to teach across Key Stages 3 to 5	E	A/I
Ability to use ICT and new technologies to support learning	E	A/I
Experience of teaching in more than one School	D	A
Current TLR responsibility in a successful Geography department	D	A
Qualifications and Training:		
Degree in related subject	E	A
PGCE or equivalent	E	A
Knowledge:		
Up to date knowledge of 11 - 19 curriculum	E	A/I
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E	I
A good understanding of strategies to raise student attainment	E	I
Aptitudes:		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Ability to lead and manage an effective team	E	I
Capacity and willingness to evaluate own and others performance	D	I
Willingness to innovate and develop self and others	D	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
Values:		
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

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