

**Beckfoot Thornton Job Description**

**Head of Geography**

**Role Details and Contractual Arrangements:**

**Job Title:** Head of Geography

**Reporting to:** Assistant Headteacher

**Responsible for:** Responsible for overall effectiveness of Geography including

teaching, learning and student progress

**Role Requirements:** See attached Employee Specification

**Remuneration:** MPS/UPR + TLR2B £4,397

**Contract:** Full time, permanent

**Terms and Conditions:** In accordance with Teachers’ Pay and Conditions

**Job Summary:**

To provide professional leadership and management in all matters relating to the subject and to ensure high quality teaching and learning. To use resources effectively to improve attainment and achievement in the subject at all key stages.

**Strategic Direction and Development of the Department**

**In the context of the school's aims and policies, the post holder will provide leadership that will implement department policies, plans, targets and practices as follows:**

* To promote and contribute to the values, principles, policies, procedures and priorities of Beckfoot Thornton.
* Develop a department team of staff that contribute to planning and policy making.

 Establish, short, medium and long term plans which are:

o clear about action to be taken, timescales and criteria for success;

o realistic and challenging in setting targets for improvement in the department;

o agreed and understood by all those involved in putting the plans into practice.

* Monitor the progress made in implementing development plans and achieving targets, using this to inform future planning and development and undertake reviews of the department's work and progress.
* To keep up to date with local, national and global developments in subject area and advise departmental colleagues and Senior Leadership Team as appropriate.
* Participate in Trust networks.
* **Teaching and Learning**

**To lead, monitor and evaluate the quality of teaching and learning and progress of the Department. Set targets for improvement to ensure effective teaching in the department:**

* Monitor and evaluate the quality of teaching in the department in line with the school’s quality assurance policy and procedures and use these processes to identify effective practice and areas for improvement.
* Show commitment to CPD in developing own practice and the practice of all staff in line with relevant teaching standards. Initiate and provide development, coaching and support as appropriate.
* Ensure that homework is set and marked regularly in line with the school’s policy.
* Oversee department staff development, focusing on best pedagogical practice.
* **Student outcomes**
* Oversee the management the Geography curriculum and the development of all courses at all Key Stages - ‘the right content, at the right time, to the right students’.
* Ensure that department schemes of work are effectively implemented so that teaching challenges, engages and excites students, leading to engaged and independent learners.
* Use assessment data and performance analysis to set expectations and targets for staff and students and promote and evaluate attainment and progress in the department.
* Ensure accurate assessment, recording and reporting of students' achievements in the department.
* Oversee the development of a rigorous and effective intervention programme to support the achievement of all pupils in Geography.
* Lead department staff development, focusing on achieving the best student outcomes.
* **Leading and Managing Staff**

**Provide the support, challenge and development necessary to secure high quality teaching within the department.**

* Model clear expectations and constructive working relationships amongst staff involved in the department.
* Model and help staff to achieve constructive working relationships with students and support staff on discipline matters in line with the school behaviour policy.
* Devolve responsibilities and delegate tasks to members of the department team.
* Participate in and lead agreed appraisal procedures and use the process to develop the effectiveness of the department. Line manage and direct the work of the TLR holders.
* Lead high quality professional development for the department.
* Oversee the support of NQTs and the induction of new staff to the department.
* Support staff to develop good teaching and learning every day within the department and across the school.
* Oversee all work relating to the verification of subject courses at the appropriate times of year and make examination entries.
* Participate in recruitment for the Department.

**Efficient and effective deployment of resources**

**Ensure that appropriate resources for the department are used efficiently, effectively and safely:**

 Deploy staff in the department and contribute to the compilation of the timetable.

 Ensure the efficient and effective management and organisation of learning resources, including ICT to meet curriculum objectives.

 Use accommodation to create an effective and stimulating environment for teaching and learning in the department.

 Ensure that there is a safe working and learning environment where risks are properly assessed and minimised.

**Accountability**

**Impact Measure**

* KS4 and KS 5 results in Geography are above national figures on all courses with outcomes in the top 20% of similar schools nationally.
* Quality of teaching across the PE Department is good or better every day.

**Account for the effectiveness of the Department to Senior Leaders, Governors and others:**

 Develop a department in which all staff recognise that they are accountable for the success of the school.

 Provide coherent and accurate accounts of aspects of the subject’s performance as instructed by the Headteacher.

 Ensure that parents and students are well informed about curriculum, attainment and progress and about the contribution that they can make to achieving targets for improvement.

**General**

 To ensure that the Trust’s Equality and Diversity, Health and Safety and Safeguarding Policies are always adhered to

* This job profile is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.



**Beckfoot Thornton Person Specification**

**Head of Geography**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience** | | |
| Successful teaching experience of Geography across at least two key stages |  |  |
| Proven track record of at least good teaching in subject area |  |  |
| Led professional development or other initiative related to raising standards in a Geography Department |  |  |
| Experience of a leadership role in a Geography Department |  |  |
| Consistency of outstanding teaching. |  |  |
| **Qualifications** | | |
| Degree or equivalent in a relevant subject |  |  |
| Qualified Teacher Status |  |  |
| Masters degree in relevant subject or further educational studies |  |  |
| Evidence of continuous professional development in a relevant subject |  |  |
| **Specialist Knowledge** | | |
| Good understanding of Geography secondary curriculum, key stages 3, 4 and 5 |  |  |
| Ability to teach PE at Key Stages 3, 4 and 5 |  |  |
| Good understanding of school improvement / Ofsted inspections |  |  |
| Up to date knowledge of the relationship of the teaching and learning of PE to  the curriculum as a whole |  |  |
| Up to date knowledge of examination specifications and use that knowledge to drive  school based assessments and prepare for examinations. |  |  |
| Ability to develop and improve teaching, learning and achievement for all |  |  |
| **Leadership Skills** | | |
| Able to support staff to develop good teaching and learning every day |  |  |
| To be able to develop and drive intervention strategies which can deliver rapid improvement |  |  |
| Able to accurately use data to analyse examination results and current progress,  and identify strategies for improvement |  |  |
| To be able to apply specialist knowledge and skills of exam board marking; and  marking criteria to support attainment in the department |  |  |
| To be able to develop and improve teaching and learning within the department  and across the department |  |  |
| Able to develop and deliver CPD in the subject |  |  |
| **Specialist Skills** | | |
| To be able to demonstrate high quality teaching in the subject. |  |  |
| An outstanding classroom practitioner in the subject with a clear direction and vision  for teaching and promoting the subject across the curriculum. |  |  |
| Able to build and maintain outstanding relationships with students and staff which  promote excellent behaviour and attainment across the school |  |  |
| Able to work flexibility and meet tight deadlines |  |  |
| Excellent communication and interpersonal skills |  |  |
| **Other** | | |
| Have an acceptance of, and a commitment to, the Trust’s policies in relation to  equality and safeguarding and promoting the welfare of children. |  |  |
| Able to speak in fluent English (in accordance with The Immigration Act October  2016). |  |  |