

Job description: Head of Department *Geography*

Salary: TLR 2d

Contract type: Permanent

Reporting to: SLT Line Manager of Geography

Responsible for: Teachers of Geography

Main purpose

The Head of Department will take responsibility for the leadership and management of Geography to ensure:

- High-quality teaching and learning;
- Meaningful progress for all students;
- Effective use of resources;
- Truly inclusive and equitable classroom practice.

Please keep your personal statement to a maximum of one side of A4 focusing on the person specification and, where relevant, give examples of successful experience and what you could bring to the role.

Duties and Responsibilities

Strategic Direction

- Develop and implement policies and practices for Geography in line with our school priorities as outlined in the School Development Plan.
- Quality-assure the delivery of the subject and the impact it has on pupil progress.
- Produce, review and continually update a meaningful Department Development plan in line with the School Development Plan and findings from Quality Assurance processes.
- Promote the subject, its importance, and the value that it brings across the school.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject.
- Work with the special educational needs co-ordinator (SENCO) and Head of EAL to ensure the curriculum and delivery of the subject matches the needs of different pupils, such as disadvantaged pupils, EAL Priority pupils and those with special educational needs and/or disabilities (SEND).
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.
- Ensure that teaching assistants are deployed effectively to support high quality first teaching across the department.
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum.
- Liaise with the local authority within subject networks on subject-related events, projects and activities.
- Ensure that the protected characteristics are celebrated within classrooms across the department.

Leading the curriculum

- Develop and regularly review the vision, aims and purpose of the Geography curriculum.
- Design and implement a robust KS3 curriculum that is not driven solely by the demands of KS4 and/or KS5.
- Actively diversify and take meaningful steps to decolonise the Geography curriculum.

- Oversee the planning of the curriculum content, ensuring it is well-sequenced and interleaved to promote pupil progress.
- Ensure the planned curriculum is effectively and consistently implemented across the department.
- Have an overarching responsibility for pupils' progress, achievement and standards in the subject area.
- Implement an effective system of assessment (within the whole school assessment structure) that aids the continuous interrogation of the gap between our intended curriculum and that experienced by our actual students every day.
- Support teachers to make accurate assessments and manage internal and external moderation.
- Maintain an up-to-date and expert knowledge of the curriculum and assessment requirements of the KS4 and KS5 specifications.
- Select and regularly evaluate the efficacy of exam board specifications for our KS4 and KS5 learners.

Leading and managing staff

- Establish and maintain an effective team.
- Be a model of best practice in delivering quality first teaching.
- Plan and deliver meaningful department meetings.
- Co-ordinate effective departmental CPL including the delivery of feedback to staff following Quality Assurance processes and the identification of specific training needs.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area.
- Take responsibility for performance management for your team, appraising staff in line with the school's performance management review requirements.
- Contribute to the construction of an effective timetable, strategically assign staff and design class groupings.

Efficient and effective deployment of resources

- Create and maintain a safe, welcoming departmental environment and ensure all staff take care of classrooms and department areas.
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- Actively support the school's drive towards globally sustainable practice.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Essential	Desirable
Qualified Teacher Status.	Completion of professional development in educational leadership (course, programme or qualification).
A good degree.	Successful experience of holding a leadership position within a curricular team.
Successful experience in holding a TLR.	Ambition to become a senior leader.
A passion for both your subject and classroom teaching.	Experience of working in more than one school.
A demonstrable personal commitment to your own professional learning.	Experience of working with pupils from a disadvantaged context.
A demonstrable personal commitment to Equity, Diversity and Inclusion and a clear understanding of the Equality Act 2010.	Experience of working with EAL pupils.
Expert knowledge of the National Curriculum for English.	Commitment to meaningful engagement and working in effective partnership with the wider community.
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve.	Membership of a professional subject association or network.
Excellent teaching skills including the ability to respond to the different needs of your students.	
Excellent interpersonal skills.	
Empathy and kindness with ability to inspire others.	
Outstanding organisational and administrative skills.	
A good sense of humour.	

This job description may be amended at any time in consultation with the postholder.

Last review date: 25/9/23

Next review date: 25/9/24

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
