

<b>TITLE OF POST:</b>	<b>Head of Geography</b>
<b>GRADE:</b>	<b>TLR1A</b>
<b>DATE OF APPOINTMENT:</b>	<b>January 2018</b>
<b>LINE MANAGER:</b>	<b>Member of Leadership Group</b>

### **Purpose of the Job**

1. To lead on the Curriculum Area Improvement Plan for Geography as directed.
2. Be accountable for the progress and attainment of all students following programmes within Geography
3. To be a member of Barnhill Community High and be responsible for the safety, welfare and educational progress of groups of students as assigned by the Head Teacher and to take an appropriate share of collective responsibility for all students
4. To contribute to the development of the school ethos

### **Curriculum**

1. To coordinate the development of work of all Geography courses including responsibility for the preparation and development of:  
Schemes of Work  
Teaching Materials  
Assessment/Moderation procedures  
Deep Marking  
Methods of Teaching and Assessment
2. To carry out routine monitoring programmes in the Curriculum Area for Geography.
3. To develop processes for monitoring progress and performance of students for reporting and analysing as required.
4. To develop processes to moderate Geography students' work to inform teaching and impact on achievement.
5. To analyse Geography progress data to identify underperformance and organise appropriate intervention strategies.
6. To support staff in the delivery of the Geography curriculum promoting the use of dynamic and effective teaching strategies.
7. To contribute to the delivery and development of Geography courses in KS4 and KS5.
8. To work with other responsibility holders within the Humanities Curriculum Area to achieve school and Curriculum Area targets and initiatives.
9. To contribute to maintain a high quality, stimulating and safe environment in the Curriculum Area that celebrates achievement.
10. To promote the use of the VLE and online learning within the Curriculum Area.
11. Contribute to extra-curricular activities and visits for students to promote Geography and enhance delivery of the curriculum and contribute to whole school events where appropriate
12. Keep abreast of curriculum changes within Geography and disseminate to the curriculum area as appropriate

### **Responsibilities**

1. Lead, manage and support a team of staff, assuming direct line management responsibilities
2. To plan, prepare, develop, evaluate and review lessons and teaching programmes
3. Support/mentor staff in the delivery of the Geography curriculum, to help monitor and maintain the highest possible quality of teaching and learning and promoting the use of dynamic and effective teaching strategies
4. Ensure progress, achievement and attainment are celebrated across the Geography curriculum
5. Be responsible for the efficient use of funds allocated to maximise value for money

### **As a Classroom Teacher**

1. To assess, record and report on student's work and progress in accordance with the school policies. Ensure students know the level at which they are operating and the strategies they need to undertake to move up the levels.
2. To be a form tutor and the first port of call with respect to the welfare and overall academic progress of individuals in the tutor group and for the development of a constructive group identity.
3. To be involved in the development, preparation and delivery of PSHE.
4. To assist with the management of behaviour and movement of students around the site and participate in the school's duty rota. To contribute to general health and safety.
5. To contribute constructively to the ethos of the school by participating in activities organised in the school.
6. To contribute to the effective promotion of the curriculum area and of the school as a whole
7. To be an active and constructive participant of working groups/teams in the school.
8. To make efficient and effective use of school resources, ensuring they are maintained and secure.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the evolving nature of the school structure, all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

All job descriptions should be read in conjunction with the operating Pay and Conditions document published by the DFE. Due regard should also be given to the National Standards for Qualified Teacher Status.