

## JOB DESCRIPTION | CLAREMONT SCHOOL



<b>Job Title:</b>	<b>Head of Geography</b>
<b>Reporting to:</b>	Deputy Head (Academic)
<b>Key Purpose of the Job</b>	To ensure a high quality learning experience for all students that is ambitious, inspirational and engaging.
<b>Written by:</b>	Gavin Bunker Head of Prep School
<b>Date:</b>	March 2023

<b>Key Accountabilities</b>	
<ol style="list-style-type: none"> <li><b>Safeguarding:</b> to actively support a strong safeguarding culture within the school; to lead the department in this regard, highlighting roles and responsibilities in and outside the classroom, along with policies and procedures for child safeguarding (health &amp; safety, countering bullying, substance misuse, e-safety, the promotion of PSHE, medical provision, welfare concerns and the School's behaviour policy); to complete CPD safeguarding training as requested by the DSL.</li> <li><b>Regulatory compliance:</b> to be aware of the implications of the Common Inspection Framework and ISP's School Educational Review and support the School's preparations for all inspections.</li> <li><b>Subject Teacher:</b> to teach your subject up to and including Key Stage 3 standard; to promote and stimulate an interest in the study of your subject throughout the School; to work with the Deputy Head (Academic); act as a Form Tutor in line with school policy; attend all staff meetings, briefings and relevant school events.</li> <li><b>Management of Student Progress:</b> to oversee the monitoring of student progress in the department; to use data and the school's MIS system in a proactive way to direct departmental staff in the monitoring of student progress; to coordinate academic interventions within the department; to support the use of the ATL system as a tool for raising student achievement; to work closely with the SENCO and EAL staff; to devise and implement with subject teachers plans of work for students less confident with language learning and with specific learning difficulties.</li> <li><b>Managing the Department:</b> to produce the Departmental Handbook with appropriate schemes of work for KS2 and KS3 Geography in line with SEN, Health &amp; Safety, Gifted &amp; Talented and Assessment Policies; to manage and coordinate the department's staff so that they carry out their duties safely, cheerfully and efficiently, using effective lines of communication and record keeping; to hold a regular meeting with department staff; to ensure that staff are following the policies and schemes laid out in the Departmental Handbook; to observe departmental staff on a regular basis as part of the 'Looking for Learning' agenda; to consult with the Deputy Head (Academic) and attend Head of Department meetings as required.</li> <li><b>Exam Management:</b> to co-ordinate the exam process for all internal examinations; to ensure that internal exams are standardised across the department.</li> <li><b>Infrastructure &amp; budgets:</b> to promote and develop the (physical, human and financial) resources of the department to maximise their use and effectiveness in achieving 1-6 above; to manage the departmental budget; to advise the Deputy Head (Academic) on any resources required within the department.</li> <li><b>Strategic Leadership:</b> To inspire teachers in the department to lead engaging lessons which promote language education and maintain the high standards and profile of this subject throughout the school. To support the 'Looking for Learning agenda' at the school; to produce an annual development plan and results analysis as requested by the Deputy Head (Academic); to liaise with counterpart at Claremont Senior School to ensure seamless transition; to advise the Head of Prep and Deputy Head (Academic) on staff issues and recruitment; planning and delivering regular trips; seek opportunities for marketing your subject at the school through the website and elsewhere.</li> </ol>	

Measures
<ol style="list-style-type: none"> <li>1. <b>Safeguarding:</b> Safeguarding training, tutorial evidence, attendance at INSET</li> <li>2. <b>Regulatory compliance:</b> School Education Review, Ofsted</li> <li>3. <b>Subject teacher:</b> Exam results, student &amp; staff feedback; student feedback, reports, CPD record, departmental data; LfL data</li> <li>4. <b>Management of Student Progress:</b> Departmental handbook, meeting minutes, MIS, exam results; intervention strategies; feedback from</li> <li>5. <b>Managing the Department:</b> Exam results; Departmental handbook; meeting minutes with staff; feedback from staff, student feedback; observation notes. LfL data</li> <li>6. <b>Exam Management:</b> Successful exam process, student access to exams for all students; <b>Infra-structure/budgets:</b> Balanced budget, departmental resources, feedback from HoF; audit of resources.</li> <li>7. <b>Strategy:</b> Development Plan, website; successful trips, results analysis.</li> </ol>
Key Individuals Impacted by the Job:
<ol style="list-style-type: none"> <li>1. Subject Staff</li> <li>2. Students</li> <li>3. Deputy Head (Academic)</li> <li>4. Deputy Head (Progress)</li> </ol>

Key Skills and Experience:
<ol style="list-style-type: none"> <li>1. A 'can do/will do' attitude.</li> <li>2. A proven record of managing young people in a variety of settings.</li> <li>3. A record as an effective classroom practitioner.</li> <li>4. Ability to communicate in the appropriate style with colleagues, students and parents.</li> <li>5. Ability to deal with the 'unexpected'.</li> <li>6. Effective record keeping and competency in IT and data management.</li> <li>7. Record of personal professional development.</li> </ol>

**Key Relationships:**

1. Head of Prep School
2. Deputy Head (Academic)
3. Deputy Head (Progress)
4. Head of Early Years
5. Head of Subject, CSS
6. SENCO
7. Head of EAL
8. Registrar
9. Office staff

**Operating Environment and Context of the Role:**

Claremont School is an independent, co-educational day and boarding school for 630 pupils from 1 to 18 years old. The School operates over two sites. Claremont Preparatory School was founded in 1925 and is situated on the outskirts of St Leonards-on-Sea; this site includes the Nursery, Pre-Prep and Prep and occupies a 125 acre estate, with extensive playing fields and woodland. Pupils here range from 4 months to 13 years old.

Claremont Senior School was founded in 2011 and is situated eight miles to the north of the Prep School in the village of Bodiam. This is a 12 acre site for pupils from 13 to 18 years old. Claremont also has two boarding houses; one in Battle and the other in St Leonards on Sea. Between the two houses there is capacity for 108 boarders. Claremont School is part of the International Schools Partnership, who currently own 56 schools around the world. Claremont School has been graded as 'Outstanding' in every category, in all three of its last Ofsted inspections.

Teaching at Claremont is focused relentlessly on providing a positive and active learning environment for students. The emphasis is on facilitating learning rather than providing a proscriptive teaching environment. This is encouraged through the School's 'Looking for Learning' agenda. Teachers are encouraged to take risks and promote positive decision making amongst the student body. Subject Leads are critical in the maintenance and promotion of this culture. An effective Lead will see his/her department enjoy high levels of participation in their subject. They will be evangelical about their subject and be seeking the highest possible academic outcomes. The Head of Geography would receive a reduction in a full TT allocation.

**Safeguarding:**

Claremont School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the job holder will be expected to pursue professional development opportunities relating to safeguarding and keep up to date with national developments in the area.