



Job Description & Person Specification

Head of Geography



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Salary: Teachers Pay Scale plus TLR1c

Purpose of the post

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students

To whom the post holder reports

Leadership link and Trust Director where appropriate

Generic responsibilities

To meet all teacher standards.

Teaching and Learning responsibilities

1. Focus systematically on teaching and learning

- Establish link between improvements in teaching and learning and high standards in KS5 – KS5
- Identify development priorities which contribute to the SIP.
- Lead appropriate courses and drive course and curriculum development
- Be responsible for the ordering, distribution, control and maintenance of departmental stock and equipment

2. Base improvement activity on evidence about relative performance

- Use the quality assurance process to identify strengths and weaknesses in performance
- Take responsibility for the maintenance of good order in departmental lessons and liaise with pastoral and other staff

3. Build collective collaboration and develop leadership

- Collaborate in the production of a clear vision for the direction of the department based on the school's mission statement and objectives
- Consult and negotiate over responsibilities within the department
- Participate in appropriate subject leader training to improve leadership and management expertise.

4. Involve collaboration with other organisations

- Take up opportunities to join networks

5. Create time for staff to work together

- Contribute to in-service and CPD meetings

6. Embed improvement in the school's systems and practices

- Ensure that the departmental Action Plan meets the objectives of the school and trust development plan Plan and is regularly monitored and reviewed
- Ensure that lines of communication within and outside the department are efficient and effective
- Assist in the management of the school reward system.

Specific responsibilities

- The planning, co-ordination and delivery of KS3-4 Geography.
- To lead the Geography team in all aspects of Geography work.
- To embed effective assessment into the schemes of work.
- To monitor student progress.
- To plan and implement effective revision strategies.

As a leader in the Laurus Trust you will:

- show unswerving commitment to the shared vision and values
badge on shirt
- demonstrate impeccable standards of competency within areas of expertise.
- focus on learning
- have a sense of urgency for sustainable results
does whatever it takes
- challenge the status quo
eye on the horizon
- strive for autonomy whilst securing accountability
develops agency in others
- focus on team over self
demonstrates self-sacrificial leadership
- commit to continuous improvement for self and others
recognises that better is possible
- build trust through clear communication and expectations
develops commitment to the vision in others

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
1. Education and training	Qualified teacher status. Good Honours Degree (2.2 or above) in relevant subject		Application form
2. Relevant Experience	Experience of teaching Geography	A proven track record of securing outstanding student achievements	Application form / supporting statement / interview / presentation
3. Knowledge and skills	ICT literate Ability to use software in order to teach media production skills. Evidence of setting and assessing clear objectives Principles and practices of effective teaching and learning Preparation of schemes of work and lessons Knowledge and understanding of subject area(s) Principles and practices of monitoring/assessment/evaluation	Knowledge of formative assessment techniques	Demonstration lesson / interview / letter of application
4. Classroom practice and management	Confident and innovative teaching. High expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning		Demonstration lesson / interview
5. Personal and Professional values	Inspirational leadership qualities Enthusiastic and able to engender enthusiasm in others Ability to work as a member of a team A high degree of personal organisation Good communication skills Professional approach Effective communication and organisational skills Initiative Energy, optimism and enthusiasm Ability to be a team player Commitment to an inclusive ethos with the view that "Every Child Matters" A commitment to the enrichment curriculum.		Interview / demonstration lesson / letter of application

February 2019

**The Trust is committed to safeguarding and promoting the welfare of children and expects
all staff to share this commitment**



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