

JOB DESCRIPTION

ASSISTANT HEAD OF GEOGRAPHY

CORE PURPOSE

- To take responsibility for KS4 Geography;
- Support, guide and motivate teachers of the subject and other adults e.g. classroom assistants, administrative and technical staff in promoting a positive staff culture, good practice and continuing professional development;
- Monitor, evaluate and be accountable for the standards of teaching and learning, ensuring that all students make progress towards and most students achieve their targets or above at KS4;
- Be accountable for the efficient and effective day-to-day running of the department with the HoD, including student behaviour and the effective deployment of staff and resources, supporting the ethos and environment throughout all key stages;
- Carry out a systematic approach to self-evaluation in line with school policy;
- Work with the Head of Geography to develop the department, in line with the overall needs of the school, with an understanding of how your subject area contributes to school priorities and to the overall education and achievement of all students.

Reporting to: Head of Geography

Liaise with: Teachers, SEN Dept, parents, and relevant non-teaching staff, examining boards.

STRATEGIC DIRECTION

- Assist in development of policy and practice to support the continued improvement of effective teaching and learning in the Geography department and across the school;
- Support the Head of Geography in ensuring the department promotes, and lives, the vision for the school and the school motto: Aspire, Believe, Achieve;
- Contribute to students' spiritual, moral and cultural development;
- Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods;
- Monitor progress made in implementing intervention strategies, subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement;

- Regularly contribute to the Learning Zone to include extra-curricular activities and opportunities for independent learning and the school website ensuring resources are relevant and up-to-date.

TEACHING AND LEARNING

- Develop capacity for learning through teaching across the department; co-ordinate and develop teaching styles and activities designed to engage and challenge students;
- Ensure there is full curriculum coverage with continuity and progression through the regular review and development of schemes of work;
- Lead items and Inset at department meetings to provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject;
- Establish clear policies and practices for assessing, recording and reporting on student achievement. Ensure methods are standardised across the department, achievement and underperformance identified and targets for further improvement set and implemented;
- Set clear expectations for staff and students in relation to student behaviour. Ensure PALs and/or parents are kept well informed.

LEADING AND MANAGING STAFF

- Support the team in achieving constructive working relationships with students;
- Carry out appraisal reviews and classroom observations in line with school policy. Support the further professional development of all staff, including newly qualified teachers and initial teacher training students;
- Work with the SENCO and other staff with special educational needs expertise to ensure the individual education plans are used to set subject specific targets and match work to students' needs;
- Contribute to the selection, and promotion of staff, assessments for the Threshold and Upper Pay Spine, and writing references;
- Be a role model for other staff in terms of your own teaching ensuring you teach good / outstanding lessons consistently.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Work with the Head of Geography to identify staff and resource needs;
- Set up clear and effective day-to-day systems to ensure the department operates efficiently including making appropriate arrangements for classes when staff are absent and organise cover work as necessary;
- Manage the organisation and maintenance of teaching resources, including ICT;
- Create an effective and stimulating environment for teaching and learning;

- Attend national training events to keep up-to-date with new developments.

ETHOS AND CULTURE

- Promote an ethos and culture within the department that are in line with achieving the aims of the school;
- Carry out any reasonable tasks as directed by the Head of Geography or any senior member of staff.

February 2018