

PART FOUR: ADDITIONAL RESPONSIBILITIES

Title/Role (for these responsibilities):	Head of Department for Geography
Reporting to:	Leadership Team Link
Staff responsible for:	All staff within the Department
Date responsibilities commenced:	September 2020
TLR payment level:	TLR 1.1 - £8,069 p.a.

Summary:

- Lead, manage and develop the subject/curriculum area :
The post-holder has overall responsibility for the development and standards of teaching and learning at Key Stages 3, 4 and 5 within the department, ensuring that students are positively encouraged to develop their potential to the full.
- Drive continuous improvement in teaching within the subject, raising standards and producing the highest levels of student achievement where each student is motivated to reach his/her full potential.
- Lead, manage and deploy teaching/support staff and financial resources within the department.
- Foster a lively, enthusiastic and collaborative atmosphere within the department for both students and staff.
- Contribute to the formulation of the school's aims and policies and ensure that they are translated into action in the classroom.

Key responsibilities**(a) Teaching, Learning and Curriculum:**

- Accountable for the delivery of the subject.
- Develop courses, plan, implement and review the curriculum within the framework of the National Curriculum or exam syllabus and liaise with the Deputy Headteacher, Leadership Team and other HoDs to ensure it is an appropriate, inclusive, high quality, innovative curriculum programme, in line with and enhancing the school's development plan.
- Ensure that the teaching within the department has both consistency of purpose and practice through the development and regular revision, in consultation with staff in the department, of a Scheme of Work, to include:
 - a) the aims of teaching the subject and the objectives for student attainment across the age and ability ranges and the methods by which the achievement of these objectives will be monitored.
 - b) an outline of the content of the subject at each age and ability level and of recommended teaching strategies.
 - c) the definition of a common policy relating to the reception and marking of students' work and methods by which the implementation of this policy will be monitored.
 - d) the department's policy on internal assessment procedures and on any national system of assessment which may be introduced.
- Quality assure teaching and learning to ensure the full needs of all students are met through effective differentiation in both planning and delivery.
- Maintain good discipline and offer advice and/or support to staff experiencing difficulties in this area by applying suitable sanctions or, in cases of serious or repeated indiscipline, referring to the appropriate Head of House or Leadership Team member.
- Liaise with Heads of Houses and SENCO to ensure a coordinated approach to learning support for each student
- Organise A level, GCSE and other examination entries with the Exams Officer.
- Keep up to date with national developments in the subject including teaching methodologies
- Support the implementation of the Information Technology policy and the development of eLearning within the department and liaise with the leader for eLearning to ensure ICT enhances student learning.

**(b) Operational/
Strategic**

- Establish a shared vision for the department and work with staff to ensure that teaching reflects the school's ethos and aims
- Lead departmental self-evaluation, reviews, health checks and improvement planning.
- Monitor and review standards and achievement of all students at all Key Stages within the department, taking actions and leading initiatives to raise achievements across the department.
- Lead the development of high quality, learning centred policies, practices and schemes of work which:
 - ensure continuity and progression for the learning of all students, actively planning for all student groups and managing specific intervention processes as appropriate.
 - meet the requirements of the National Curriculum and/or exam syllabus
 - ensure methods of assessment (incorporating AFL techniques) recording and reporting improve student learning and achievement
- Day-to-day:
 - Hold regular team meetings and notify Leadership group of actions
 - Maintain quality Departmental procedures
 - Contribute to the direction of the wider school curriculum
 - Engage in and encourage innovation
 - Implement and operate all school policies in the department
 - Liaise with Leadership Team in all matters concerned with the timetable and curriculum.
 - Ensure appropriate delivery of lessons in all departmental classrooms, including where cover is required.

(c) Staff

- Set expectations for staff, in the context of school policies, and help them to achieve those standards in relation to:
 - working practices and relationships with students, including the management of behaviour for learning
 - working practices and relationships with staff, including team working and mutual support
- Maintain effective supervision of the teaching and learning within the department and seek constantly to improve these by:
 - encouraging the professional development of staff within the department.
 - being conversant with the current teaching styles of all who teach within the department.
 - working in a supportive way with staff to appraise their present performance and identify future goals.
 - ensuring efficient communications within the department including specified meetings and the use of training days.
 - encouraging improvement and innovation.
- Ensure regular appraisal/performance management reviews for all staff within the department and help to identify and respond to the professional learning needs of staff and contribute to the assessment of staff performance in support of their progression based on sound evidence
- Provide induction, support and training for staff into the department and trainee teachers, monitoring the work of newly qualified teachers and supervision of students on teaching practice.
- Develop effective working relationships with LT, other HoDs and staff
- Ensure that the department offers an effective first line of support for staff, in student disciplinary matters, in accordance with whole school disciplinary procedures
- Participate in recruitment and selection
- Act as a positive role model for staff on a day-to-day basis.

(d) Communication

- Represent the department in all matters within the school related to the curriculum within Middle Leader meetings and report back on the business of these meetings and full staff meetings.
- Ensure effective collaboration with staff, parents/carers and students
- Chair regular departmental, collaborative planning and other meetings within the directed time budget.

- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies
- Liaise with partner primary schools to ensure continuity and progression from KS2 to KS3
- Co-operate in developing links with partner middle schools, I6+ centres and local employers.
- Present the work of the department and inform and engage parents, governors, visitors and the community in Parents' Evenings, Open Evenings and other events.

(e) Resources

- Ensure the effective management of accommodation and learning resources including ICT
- Deploy staff effectively and appropriately
- Set priorities for expenditure and manage budgets in line with improvement plans. Requisition resources within the department's allocation and keep an accurate record of expenditure.
- Ensure that the stock and equipment are well cared for, controlled and economically used.

(f) Other Specific Responsibilities

- Take all reasonable measures to ensure a safe, attractive, and stimulating learning environment in all rooms used by the department by encouraging the display of students' work and the proper use and care by staff and students of all equipment and fittings, cooperating on all matters relating to Health and Safety.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

(g) Department Specific Responsibilities

To be agreed with the successful applicant.

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job role.