



JOB DESCRIPTION

Job Title:	Head of Geography
Grade and Salary:	MPS / UPS + TLR 2C
Reporting to	Senior Leadership Team
Contract Type:	Permanent
Responsible for:	Academy teachers and other staff working within the subject area

JOB PURPOSE

To lead, manage and develop the Geography curriculum across the Academy.
 To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
 To be accountable for student progress and development within the subject area.
 To develop and enhance the teaching practice of others.
 To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curricular area, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Head of School of the Academy.
 To be accountable for leading, managing and developing the subject/curriculum area.
 To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Academy Ethos

- Ensure the effective development and delivery of the subject curriculum across the Academy.
- Maintain a focus and overview of students' performance in the subject with a view to continual improvement and high achievements.
- Annually review and, where necessary, amend the policy for the subject and ensure it is translated into effective practice, fostering continuity and progression between the age groups.
- Co-ordinate record keeping and assessments in the subject, ensuring that data is analysed and used to improve standards of teaching and student performance.
- Monitor the effectiveness of the teaching of the subject; support colleagues' subject needs and their work with individual students.
- Provide CPD as necessary (in partnership with SLT where appropriate) to teachers and other staff; encourage others to take up CPD opportunities in line with their continuing professional development needs and those of the subject and Academy improvement plan.
- Induct all new staff into the procedures and practice for the subject ensuring they know about expectations, resources, planning, record keeping, assessment etc.
- Control, evaluate, maintain and identify subject resources.
- Liaise across phases and, as appropriate, with primary, secondary schools and agencies.
- Maintain a good level of personal knowledge of current educational development and thinking on the subject.

Promote parental and governor interest in and understanding of the subject.

Other Responsibilities

- To provide positive and dynamic subject leadership by creating a supportive and innovative environment that encourages a culture of high performance.
- To maintain up-to-date knowledge of specialist area and provide strategic advice to senior colleagues, as appropriate.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To maintain effective relationships with local, regional and national agencies, as appropriate.
- To develop appropriate external relations with other senior professionals and to represent the Academy at external meetings, as required.
- To report to the Governing Board and its committees as required and chair any relevant subject working groups.
- To participate and manage (for the department) in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional and strategic contributions are up-to-date.

To undertake other such reasonable duties as the Head of School may require and to annually review the role and responsibilities.

Teaching and Learning

- Use a variety of learning and teaching strategies to deliver innovative lessons to all students ensuring pace and challenge are maintained.
- Understand and integrate the use of technology into learning experiences in order to raise levels of achievement.
- Plan lessons and extended learning opportunities in line with Schemes for Learning.
- Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy.
- To differentiate appropriately, taking into account individual learner needs.
- Make use of extended learning opportunities for use outside of Academy lessons.
- Utilise effectively, Learning Support staff in lessons.
- Participate in the Academy's Quality Assurance Programme and its agreed framework.
- Work efficiently and creatively using the full range of resources available, including other adults and Teaching Assistants.
- Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction.
- Adhere to the Academy's Behaviour for Learning Policy and ensure implementation in everyday life at the Academy.
- Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning.
- Mark work in accordance with the Academy's Marking Policy providing both formative and summative feedback on a regular basis.
- To take responsibility for individual professional development and use the outcome to improve learning and teaching.
- To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives.
- To be aware of the Academy's Anti-bullying Policy and support students as necessary.
- To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere.

To meet the requirements of the Teacher Standards as issued by the Department for Education

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Trust operates a no smoking policy.