

**JOB DESCRIPTION: HEAD OF GEOGRAPHY**

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| **Job Title/Post:** Head of Geography  **Salary:** Main Pay Scale (plus TLR 2b)  **Immediately responsible to:** Headteacher  **Immediately responsible for:** Teachers of Geography |

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| **Job Purpose:**  To assist the Headteacher in raising standards of student attainment and achievement within the curriculum area in line with national and school policies/priorities. This will include: Leading, Development and Managing the quality of teaching; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in the curriculum area of Geography. |

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| **Teaching and Learning:**   1. Setting and maintaining high standards of teaching and learning across the age and ability range. 2. Ensuring, in the event of staff absence, that appropriate work is supplied for the use of supply or substitute staff. 3. Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher. 4. Reviewing, developing and refining schemes of work in line with the KS3 Programme of Study and appropriate GCSE specifications and encouraging links with other subjects where appropriate. 5. i. Leading, reviewing and developing all area policies and strategies in line with the strategic aims of the school.   ii. As above for whole school Literacy and Numeracy policy and strategy.   1. Leading curriculum development for the whole learning area – Intent, Implementation and Impact. 2. Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.      1. Developing and co-ordinating Geography links within the school and with the LA and other external agencies.      1. Taking a leading role in promoting Geography learning through out of hours activities. 2. Managing and developing high quality teaching resources to match the needs of the curriculum and the different abilities of learners, ensuring Geography financial budgets are spent appropriately, to maximise the use to which such budgets are put in terms of teaching and learning and the appropriate use made of resources. 3. Develop and enhance the teaching practice of others by developing self-evaluation strategies within the area to monitor, evaluate and improve the quality of teaching through:  * A structured, rigorous and recorded programme of lesson observation for all staff. * Providing feedback and advice on improvement as appropriate. * Monitoring of medium-term planning. * Completing self-evaluation audits to identify strengths and areas for improvement. * Ensuring that this process informs improvement planning within the learning area. * Ensuring a high-quality learning environment within the Geography area by managing and improving: * The fabric of the classrooms within the area. * Displays and exhibitions of pupils’ work, including references to Literacy and Numeracy. * Classroom behaviour by ensuring that area policies on sanctions are consistent with the agreed Behaviour Management Policy and its systems.  1. Assisting in the school Performance Management process by being responsible for the line management of teachers allocated teaching time within Geography for the purpose of ensuring the continued delivery of high-quality teaching and learning. 2. Liaising with Senior Managers to support teachers within the area by identifying their professional development needs and which will enhance teaching and learning; induction of new teachers to the area, including Newly Qualified Teachers (NQTs) and support of trainee teachers. |

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| **Recording, Reporting and Assessment**   1. Being accountable for student progress and development within Geography by leading, developing and enhancing all assessment arrangements within the area in line with school policy. 2. Being accountable for leading, developing, co-ordinating and monitoring strategies to raise pupil achievement, in line with the school’s Assessment for Learning’ targets, making best use of assessment information. 3. Reviewing long term and short term planning to ensure coverage, provision of a range of learning experiences, continuity and progression for all pupils from one year to the next and between Key Stages, in line with the school’s ‘Assessment for Learning’ targets, making best use of assessment information to ensure that individual needs are being met. 4. Ensuring that area reports on students are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school’s reporting arrangements. 5. Contributing to the termly report to Governors |

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| **Leadership**   1. Establishing good relationships, encouraging and celebrating good working practices, supporting and leading Learning Area team. 2. Being accountable for leading, managing and developing the curriculum area. 3. Effectively managing and deploying all staff, financial and physical resources within the area to maximise support for Geography. 4. Supporting and maintaining the aims, ethos and core values of the school and their practical expression through agreed policies. 5. Being responsible for the production of a detailed annual Learning Area Improvement Plan, in line with agreed whole school priorities, setting ‘SMART’ costed targets for raising student achievement and Department Self Evaluation Form. 6. Monitoring progress against the targets and ensuring appropriate action plans are in place where issues are identified. 7. Updating the Headteacher on the progress of the Learning Area Improvement Plan and its associated targets. 8. Planning and organising meetings on a regular basis in line with the published school calendar. 9. Leading, supporting and motivating support staff working within the Learning Area. 10. Contributing to management decisions on all aspects of policy formulation, development and implementation through membership of relevant committees. 11. Liaising with Governors, when appropriate, to facilitate their overview of the leadership and management of the school. |

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| **Standard and Quality Assurance**   1. Ensure that the area’s quality procedures meet the requirements of the school’s self-evaluation strategy and the improvement plan. 2. Liaising with appropriate external agencies and organisations. 3. Attend and participate in open/parent evenings. 4. Attend team and staff meetings. 5. Attend meetings of the SLT when required. |

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| **Beyond the Classroom**   1. Be an active participant in extra-curricular activities designed to:  * Enhance pupils’ achievement   and/or   * Enrich pupils’ experience and understanding.   2. Play an active role in the pastoral care of pupils and their development.  **Any other duties appropriate to the post as determined by the Headteacher.** |

**Safeguarding:**

As an employee of Philips High School, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

**Equality Diversity and Inclusion:**

Philips High School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

**Health and Safety:**

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.