



## Job Description: Head of Secondary Geography

**Reports to:** Head of Programme and Product Management

**Direct reports:** Principal Design Lead and/or Design Lead

**Location:** West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

**Contract:** Permanent

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Salary:** £50,000 to £65,000 (depending on experience)

### About the role:

This role is an opportunity to influence and support the geography teaching of thousands of teachers, transforming the geography learning experience of tens of thousands of students.

As the Head of Secondary Geography at Ark Curriculum Plus (AC+) you will lead and be accountable for the reach and sustainability of KS3 Geography Mastery programme, and for the impact of the programme on teachers and pupils.

You will build the AC+ geography external profile, sharing our thinking on curriculum, assessment and professional development design and building strong advocates for AC+ and the Geography Mastery approaches. You will manage the continual improvement strategy with Ark Schools for the relevant programme, including regular teacher panels, Ark network days and school visits.

You will maintain a deep understanding of current users' experience and assess the geography education market, to develop a pipeline for new products and/or programme developments in geography and across AC+. You will lead a team of in-house and out-of-house geography curriculum writers, and ensure developments are prioritised and made to budget and on time.

### Key Responsibilities:

#### **Leadership**

- Contribute to and implement the organisation's strategy and mission
- Develop and implement the geography strategy that contributes to the overall organisational mission, strategy and sustainability
- Lead identified cross functional / full AC+ projects and activities as appropriate
- Be the face of the Geography Mastery externally, influence and build strong stakeholder relationships

#### **People management**

- Lead and inspire the Geography team and external contributors to deliver a consistently high performance to meet defined goals and objectives
- Ensure that all new Geography team members, internal or external, are effectively inducted
- Ensure there is strong learning and development support for team members to equip them to meet their personal and organisational goals
- Lead on recruiting and retaining the best curriculum, assessment and PD designers
- Support the Head of Programme and Product Management and/or Director of Curriculum Programmes to accurately forecast Geography design needs, ensuring there is adequate staffing and other resources

#### **Commercial leadership**



- Accountable for the commercial success of KS3 Geography Mastery programme, building in growth and innovation
- Contribute to the forecasting of the Geography design needs, to ensure there is adequate staffing and budget
- Oversee and manage the Geography programme budget, ensuring costs and expenditure are within plan
- Oversee and manage the Geography programme development plan, ensuring developments are created on time and to a high quality
- Work with the Partnerships (sales and marketing) team, ensuring that the benefits of the Geography programme are well understood and communicated to enable AC+ to achieve its growth plans
  - Contribute content for rich marketing campaigns
  - Respond to escalated customer queries
  - Attend and participate in events
  - Raise awareness of key events
- Work with the Schools Development (programme professional development and implementation support) team to ensure our current partners are well supported.
- In conjunction with the Executive Committee, support the development of relationships with existing and potential donors

### **Impact and external profile**

- Work closely with Director of Curriculum Programmes to build an impact plan for Geography
- Accountable for measuring the impact the Geography programme have on teachers and pupils and sharing the conclusions as appropriate externally
- Keep abreast of sector and Geography developments, legislative changes, research findings and innovative practice on a national and international level and ensure this informs programme design
- Influence, through thought leadership, the educational policy makers and the educational sector in the UK on the basis of AC+, Geography Mastery's and others' research
- Build the programme's external profile, sharing the thinking on curriculum design and building strong advocates for our approaches, including through building a strong social media presence
- Work with the Delivery (professional development and implementation) team to ensure a joined-up best-practice approach to Geography Mastery curriculum design, professional development and school support
- Develop and maintain strong external partnerships with similar values for mutual benefit

### **Product management**

- Assess the market for new product concepts and maintain a deep understanding of current users' experience in order to create a development pipeline for new Geography or AC+ wide products and/or programme developments
- Manage the continual improvement strategy with Ark Schools for the relevant programme
- Build and present strong business cases meeting AC+ strategy to justify new developments/products
- Create and deliver strong implementation plans for new developments, monitoring progress through development, and mitigating any risks to ensure high quality delivery on time



### **Content creation and management**

Work with the Head of Programme and Product Management and Principal Design Leads to:

- Develop and maintain a pool of high-quality external Geography curriculum writers, building that pool over time and taking responsibility for the associated relationship management
- Create and revise curriculum, teaching support, assessments and professional development materials
- Identify and select, contract and manage high quality curriculum writers to create content, ensuring adequate briefing and quality control
- Manage a rigorous quality assurance process
- Ensure rigorous and effective content management processes are followed across the in-house and out-of-house team
- Ensure rights management policies are adhered to



## Person Specification: Head of Secondary Geography

### Qualifications

- Educated to degree level
- Significant commitment to ongoing professional development and specialist qualifications

### Knowledge & Skills

- Strong track record of prioritising and delivering to a high standard, on time and to budget
- A proven track record of building and leading successful teams
- Demonstrates knowledge of education developments and best practice in teaching
- Ability to multi-task and re-prioritise workload quickly while at the same time supporting direct reports
- Strong understanding of the performance management cycle and how to drive a high-performance culture
- Experience of leading, coaching and managing team members to deliver a consistently high performance to meet defined goals and objectives
- Highly numerate with experience of financial planning, management and reporting
- Strong negotiation skills and experience of working with external partners
- Track record of influencing. Strong national network of education experts
- Strong track record in growing a customer/user base
- Has a strategic outlook when making decisions, recognising the wider impact
- An understanding of the opportunities and challenges of working in the non-profit sector

### Personal Qualities

- An experienced and confident leader with a proven ability to lead and implement change effectively and sustainably
- Ability to probe, challenge and question appropriately and strive for continual improvement
- Highly developed communication and interpersonal skills
- Vision aligned with AC+'s high aspirations and expectations of self and others
- Enjoys working in a fast-paced, ambitious organisation
- Demonstrated commitment to personal development

### Other

- Understanding of the education landscape and issues affecting education
- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*