

# Job Description: Head of Geography

**Reports to:** Director of Faculty

**TLR:** Ark MPS (£26,356-£37,884), plus TLR 2b (£4,784)

## The Role

To manage the professional community of subject teachers to ensure high attainment of their subject across the academy.

To develop and lead an exciting curriculum which enables the highest level of pupil progress and attainment.

## Key responsibilities

- Subject coordination across the academy
- Lead the professional community of subject teachers and leaders in the academy
- Quality teaching and learning of their subject across the academy
- Curriculum setting and assessment across the academy as agreed with the SLT.

## Outcomes and Activities

### Subject Coordination across the Academy

- Leadership and support of all subject teachers within the academy.

### Leadership of the Subject Community

- Assisting in the professional development of teachers including inset training as may be appropriate
- Supervising and supporting beginner teachers and Newly Qualified Teachers (NQTs) as appropriate
- Developing strong partnerships and ensuring regular and productive communication with parents.

### Teaching and Learning

- Establish a subject development plan, target setting and review
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Manage departmental budget and resources effectively and efficiently
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
- Implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- Participate in preparing pupils for external examinations
- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications.

### **Curriculum setting and assessment**

- Develop a syllabus and schemes of work for all year groups, in line with National Curriculum requirements, that are inspiring for learners and teachers alike
- Monitor and assessment of teaching and learning
- Set regular, measurable and significant assessments for the students
- Establish agreement for monitoring and evaluation of student progress
- Maintain accurate pupil data that can be used to make teaching more effective
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils.

### **Academy Culture**

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop an academy culture and ethos that is utterly committed to achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by members of the SLT or Principal.

# Person Specification: Head of Geography

## Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK.

## Experience

- Experience of raising attainment in a challenging classroom environment
- Experience of establishing a high achieving department within a large and complex school environment
- Experience of leading, coaching and managing staff
- Experience of delivering consistently outstanding lessons to pupils of all ages and abilities
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of supporting pupils of all ages and abilities to make excellent progress and achieve impressive examination outcomes
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating Schemes of Work
- Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners.

## Behaviours

### Leadership

- Effective team worker and leader
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and pupils
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### Leading the Curriculum

- Able to establish curriculum development, assessment, coordination and coaching
- Has good communication, planning and organisational skills
- High expectations for accountability and consistency.

### Leading the Learning

- Excellent classroom practitioner and mentor
- Effective and systematic behaviour management, with clear boundaries, sanctions, rewards and praise.

## **Teaching and Learning**

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to pupils needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

## **Other**

- This post is subject to an enhanced DBS check
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.