

Aspiration
Respect
Endeavour

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Roding Valley
HIGH SCHOOL

Post: Head of Department - Geography
Responsible to: Head of Faculty – Humanities
Responsible for: Management and organisation of Geography Department
Delivery of specialist subject/s to assigned classes

Job Description

Strategic Direction and Development

1. To plan the strategic direction for the Geography Department
2. To be accountable for the highest standards of teaching, learning and student achievement in the department.
3. To lead, develop and enhance the teaching practice of all teachers of Geography, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject.
4. Analysis of school and national data to effectively identify areas of strength and areas for development that will inform interventions, targets and teaching methods across the department.
5. Contribute to the school's robust programme for self-evaluation at a departmental and whole school level.
6. Monitor and evaluate progress towards targets from the Departmental Improvement Plan within the context of the School Improvement Plan. Contribute to the SIP.
7. Complete the school's Departmental Self Evaluation process and keeping an up to date Self Evaluation folder.
8. Attend all subject leader meetings
9. Responsible for the co-ordination of Geography curriculum provision, including developing schemes of work.

Teaching and Learning

1. Ensure curriculum coverage (by schemes of work and syllabuses), continuity and progression for all pupils including those of high ability and SEN.
2. Ensure effective development of pupils' numeracy and ICT skills through the curriculum.
3. Ensure that department teachers carry out assessment, recording and reporting consistently and in line with school policies.
4. Bring innovative teaching and learning practices to the school. Keep abreast of subject developments and bring these to the School. Engage with school-wide learning initiatives and lead these in the Department.



5. Following each reporting cycle, review assessment data for Geography and coordinate any necessary action across the department ensuring assessment for learning practices are fully embedded in the work of the department. Identify appropriate intervention for students.
6. Establish the highest expectations of achievement and behaviour of pupils by teachers. Ensure that behaviour for learning is enforced through effective use of internal on call, teacher and departmental detentions and regular communication with parents and pastoral leaders.
7. Set and monitor effective targets for all students in Geography
8. Liaise effectively with the examinations officer when necessary, ensuring all entries are made in line with deadlines.
9. Develop effective links with the local community and businesses, partner primary schools, local secondary schools and colleges where appropriate
10. Organise curriculum enhancement events that raise the profile of Geography across the school.

Leading and managing staff

1. Establish constructive working relationships among departmental staff, devolving responsibilities and delegating tasks as appropriate.
2. Participate fully in the schools' Performance Management System.
3. Lead professional development of departmental staff through example and support.
4. Lead a team of teachers and technicians (where relevant) through:
 - induction, support, advice and guidance
 - Effective communication and well-structured meetings.
5. Ensure that departmental staff meet reporting and other deadlines
6. Mentor and support colleagues including NQT's, ITT's and GTP's encouraging their professional development
7. Ensure all Geography staff engage with LSAs and other relevant colleagues to support student progress.

Effective and Efficient deployment of staff and resources

1. The use of accommodation to create an effective and stimulating teaching environment.
2. Maintain existing resources and explore opportunities to develop or incorporate new resources.
3. Maintain up to date and accurate financial records.
4. Establishing staff and resource needs and preparation of teaching groups to ensure the best use of staff expertise.
5. Ensure that there is a safe teaching and working environment in which risks are properly assessed.

TEACHING DUTIES

1. To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subject/s

2. To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets.
3. To establish and maintain a purposeful working atmosphere which supports learning.
4. To set homework and mark in line with school policies.
5. To assess, record and report on pupils' progress.
6. Attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans
7. To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc.)
8. To exploit opportunities to improve basic literacy, numeracy and ICT skills.
9. To participate in staff development opportunities and accept responsibility for own professional development.
10. To prepare students for examinations and participate in examination arrangements.
11. To cover classes whose teacher is not available as and when required.
12. To carry out the role of form tutor as required.
13. To implement school policies.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.