



JOB DESCRIPTION

Job Title:	Head of Department - Geography
Responsible to:	Head of School and Leadership Team
Location:	Hurworth School
Aims of the Post:	To manage, develop and lead the subject of Geography to ensure the highest possible standards of academic excellence for all students.
Responsible for:	Designated teaching staff and other relevant personnel within the Department.

Main Responsibilities

(the job description below will be developed to suit the skills of the successful candidate)

Teaching

To lead and manage with the provision of an appropriately broad, balanced, relevant and differentiated curriculum for targeted pupils in accordance with the aims of the policies of the school at KS4.

To lead and manage the development and enrichment of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.

To lead and manage the raising of standard of student attainment and achievement and to monitor, track and support student progress in relation to individual targets and ensure appropriate action is taken where necessary.

To lead and manage colleagues to implement appropriate and effective intervention strategies to ensure that the vast majority of all pupils within optimise their performance.

To lead and manage colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of the students.

To lead and manage the maintenance of accurate and up-to-date departmental data on the management information systems and to produce reports and analysis on a range of activities.

To lead and manage colleagues through the implementation of all aspects of target setting, tracking and assessment.

To lead and manage with the effective communication/consultation as appropriate with the parents of students, other staff and relevant external bodies for intervention.

To support the management of the Department on a day-to-day basis and act as a positive role model, to promote teamwork and ensure effective working relationships.

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To manage the Department's quality control systems including setting targets, standardising and establishing common standards of practice in line with the Department's plans and policies.

To keep up to date with national developments, teaching practice and methodology and to lead and manage the Department in responding to initiatives and developments.

To actively seek to improve standard of teaching and learning for progress within the Department.

To actively seek to implement the graduated response model for supporting pupils in this subject area.

To play a full part in the life of the school community, to supports its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.

To undertake any other duty as specified by STPCB not mentioned in the above.

To ensure that Health and Safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description describes in general terms the normal duties which the post-holder will be expected to undertake and has been compiled with reference to the Teachers' Standards. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.



**PERSON SPECIFICATION
HEAD OF DEPARTMENT - GEOGRAPHY**

Key

- A - Application Form including letter of application
- S - Selection process including Teaching Exercise
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks

	Qualifications, Education and Training	Essential/ Desirable	Stage Identified
1.	Graduate in relevant subject with Qualified Teacher Status	E	A, C
2.	Well structured supporting letter indicating beliefs, understanding of important educational issues and styles of management	E	A
3.	Working towards further professional qualifications	D	A, C, S
4.	Commitment to and track record of CPD relevant to subject area	E	A, S
5.	Honours Degree	D	A, C
6.	Evidence of active interest in staff development through appraisal and school improvement planning	D	A
	Experience and Knowledge	Essential/ Desirable	Stage Identified
5.	Excellent, up-to-date subject knowledge	E	A, S
6.	At least good classroom practitioner	E	A, S, R
7.	Experience of tracking pupil progress and using data to inform lesson planning	E	A, S, R

8.	A proven track record of ensuring pupil progress and of examination success	D	A, S, R
9.	Excellent knowledge of classroom practice, pedagogy and national policy around education	E	A, S
10.	Experience in the delivery of ITT/CPD	D	A, S, R
11.	Experience in a management role	D	A, S, R
12.	Experience of monitoring and evaluating staff performance	D	A, S, R
	Skills	Essential/ Desirable	Stage Identified
13.	Ability to communicate effectively with a range of audiences, both verbally and in writing	E	A, S, R
14.	Commitment to raising standards and achieving the best outcomes for pupils	E	A, S
15.	Ability to employ a range of teaching methods and adjust these to meet individual pupil need	E	A, S, R
16.	Ability to promote a high standard of literacy, articulacy and proper use of standard English within lessons	E	S
17.	Ability to provide effective and constructive feedback to pupils	E	S
18.	Ability to coach, mentor, support and challenge pupils	E	S, R
19.	Ability to create effective and positive working relationships with colleagues and senior staff	E	R
20.	Ability to establish and maintain an appropriate environment for learning within the classroom	E	S, R
	Personal Attributes	Essential/ Desirable	Stage Identified
21.	Commitment to own professional development and willingness to undertake training	E	A, S, R
22.	Flexible and positive approach to tasks and working arrangements	E	S, R

23.	High level of personal effectiveness including organisational and communication skills	E	S, R
24.	Ability to act as a positive role model and demonstrate high personal standards	E	S, R
25.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
26.	Self-motivated and enthusiastic	E	S, R
27.	Willingness to engage in the Appraisal Process	E	S, R

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references