



## JOB DESCRIPTION

### Head of Geography

<b>REPORTS TO:</b>	Deputy Headteacher
<b>PAYSCALE:</b>	Main to Upper Pay Scale + TLR 2A
<b>LOCATION</b>	Epping St. John's Church of England School
<b>TERMS</b>	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.
<b>CONTRACT:</b>	Permanent, Full time – April 2026 Start

#### PURPOSE OF THE JOB

- Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

#### Liaison with:

- The post-holder is expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the Academy's vision and values.
- The post-holder is expected to network and liaise with the Head of Faculty, Faculty Team, Teaching / Associate Staff, School Representative, External Agencies, Students and Parents within the Academy and across the BMA Trust.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### Oversight of

- Geography

## Specific Responsibilities:

### Leading the Faculty

- Provide a clear vision for the Geography Department.
- Raise attainment in the faculty beyond national averages, adding significant value to learners for above-expected progress.
- Plan, develop, and review curriculum vision, intent, and maps in Geography; lead collaborative planning and Scheme of Work development.
- Lead weekly Department Improvement Time and subject knowledge upskilling meetings.
- Monitor learner performance across all subjects at least once per term.
- Ensure pupil assessment is standardised, monitored, and fit for purpose, with timely interventions for those in need.
- Communicate intervention strategies for underachievers to all stakeholders (SLT, HOY, Parents, Teachers, Students) for optimal outcomes.
- Ensure pupils are entered for appropriate public examinations at the right stage.
- Lead the faculty in producing an annual improvement plan, addressing all subject areas' needs.
- Embed whole-school Teaching and Learning practices within Geography to support pupil progress.
- Regularly monitor curriculum implementation to ensure pupils exceed expected progress.
- Ensure all faculty teachers have the subject knowledge to deliver the highest standards.
- Support teachers in implementing Academy policies on assessment, homework, SMSC, behaviour, lesson planning, and outstanding teaching.
- Manage teacher performance within the faculty/subject area. Proactively intervene with support and regularly communicate with Line Manager to ensure all pupils in all classes make adequate progress.
- Fulfil the role of a classroom teacher as outlined in the BMAT teacher job description.
- Lead faculty-wide monitoring of teaching and learning, reporting annually on leadership and educational standards.
- Provide regular progress updates to the Leadership Team
- Actively promote Geography at KS5 to sustain or increase student enrollment.

### Management Responsibilities

- Day-to-day organisation of the faculty including organising any cover arrangements for members of the team.
- To manage the allocation of all resources including staffing, annual capitation, and all consumable resources.
- To ensure the Geography timetable is up to date and staff are deployed correctly.
- To maintain the setting and groupings across the faculty.
- To monitor the schemes of work, daily lesson planning of all teachers across the faculty.
- To organise team meetings and team briefings.
- To plan, implement and be actively involved in after school activities including homework club, interventions and detention duty.

## Main Expectations of the role

### 1. Shaping the Future

- Establishing a vision for the future of the faculty.
- Contribute to the identification of key areas of strength and weakness in the faculty.
- Work to a high standard in implementing agreed policies, priorities and expectations, to set good examples to other colleagues.
- Promote a culture of teamwork, in which views of all members of the faculty are valued and taken into account.
- Contribute to the self-evaluation of the school and lead the self-evaluation of the faculty.

### 2. Leading Learning and Teaching

- Provide detailed analysis of key faculty performance data to a variety of audiences, including the SLT and LGB Members.
- Promote the active involvement of pupils in their own learning.
- Contribute to target setting.
- Support strategies to promote high standards of behaviour.
- Provide support for colleagues in improving the learning environment to enhance learning and increasing engagement.

### 3. Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people in your faculty.
- Contribute to the creation of a positive faculty ethos, in which every individual is treated with dignity, respect, and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

### 4. Managing the organisation

- Contribute to a regular review of the faculty to ensure it meets statutory requirements.
- Develop action plans in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

### 5. Securing Accountability

- Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of staff you directly line manage.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups.
- Contribute to the reporting of the performance of the faculty to parents, carers, governors and other key partners.

## 6. Strengthening Community

- Contribute to; strengthening partnerships with Creative Arts faculties in other schools within BMAT Education.
- Contribute to policies and practices, which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.

### Additional duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing lunch duties each week as required by the Headteacher.
- To support student progress by completing one homework club session and/or one enrichment/booster session after school each week as required by the Headteacher.

### Other specific duties:

- To continue personal development as agreed and actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

## Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

### **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

	<b>Person Specification – Head of Geography</b>		
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	1. Qualified Teacher Status (QTS) in subject are relevant to the subject. 2. Enhanced DBS and validated references. 3. Eligibility to work in the UK. 4. Evidence of further professional development relevant to the post	✓ ✓ ✓	✓
<b>Experience</b>	1. Proven track record of raising student attainment and achievement in Geography. 2. Experience of leading, managing and supporting activities in a classroom environment. 3. Experience of working with children and young people.	✓ ✓ ✓	
<b>Skills and Knowledge</b>	1. Knowledge of Ofsted's framework and experience in leading aspects of school improvement to achieve an 'Outstanding' rating. 2. Good knowledge of Microsoft Office. 3. Knowledge of curriculum. 4. Understanding of assessment issues, including the practical use of data in planning and raising standards. 5. Understanding of safeguarding requirements. 6. Understanding of effective strategies to promote literacy across the school. 7. Understanding the qualities of good teaching, effective learning and how these can be applied to raised student attainment. 8. Ability to relate well to children and adults. 9. Ability to work independently and manage workload. 10. Ability to form and maintain appropriate relationships and demonstrate personal boundaries with children and young people. 11. Attention to detail. 12. Can maintain an actively promote high standards of student behaviour 13. Discretion, tact and diplomacy. 14. Good numeracy / Literacy / ICT skills. 15. Work constructively as part of a team, follow instructions, understand roles and responsibilities.	✓ ✓ ✓ ✓  ✓ ✓  ✓ ✓  ✓ ✓  ✓ ✓  ✓ ✓  ✓	
<b>Personal Attributes</b>	1. Passionate about English education and committed to the highest standards of teaching and learning. 2. A reflective practitioner with a willingness to embrace innovation and continuous improvement. 3. Resilient, adaptable, and able to work under pressure in a fast-paced school environment. 4. Strong organisational skills with the ability to manage multiple priorities effectively. 5. A commitment to safeguarding and promoting the welfare of children and young people.	✓ ✓ ✓ ✓ ✓	

