



**Job Title:** Head of Geography / Travel and Tourism

**Responsibility Points:** TLR 2c

**Responsible to:** The Headteacher and Leadership Group

Your primary role is in supporting the professional development of the teachers within your department to ensure the best possible outcomes for the learners in your care.

Across the Trust we adhere to 5 ground rules for leadership, being:

1. Professional
2. Responsible
3. Humble
4. Pupil-centered
5. Positive

To create a successful department you need to be able to create a positive culture and climate; be clear and consistent in your approach, ensuring transparency; and show appreciation to your team. This means you need to be able to draw on a wide range of leadership styles.

**As a Middle Leader you will be responsible for:**

- ✓ Having a clear and ambitious vision for providing high-quality education to all pupils realized through a focus on our TEAM values, policies and shared practice
- ✓ Focusing on improving teachers' subject, pedagogical and pedagogical content knowledge in order to enhance the teaching of the curriculum and the appropriate use of assessment. As a result, the practice and subject knowledge of staff, including ECTs will build and improve over time
- ✓ Supporting our inclusive culture, to ensure that all pupils successfully complete their programmes of study, providing support to staff to make this possible
- ✓ Engaging effectively with parents and carers and also with your staff, being aware of the pressures on them; being realistic and constructive in the way you manage staff, including workload
- ✓ Protecting your staff from bullying and harassment

**You will be responsible for the Curriculum Intent, Implementation and Impact within your subject area:**

- ✓ Constructing a curriculum that is ambitious and designed to give all pupils, particularly disadvantaged pupils and those with SEND, the knowledge and cultural capital they need to succeed in life
- ✓ Planning a curriculum that is coherent and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
- ✓ Ensuring the teachers have good knowledge of the subject and courses they teach; providing effective support for those teaching outside their main areas of expertise
- ✓ Ensuring the teachers use appropriate pedagogical approaches to their learning episodes, using strategies to help pupils remember long term the content they have been taught and to integrate new knowledge into larger ideas
- ✓ Designing and reviewing assessments to help pupils embed and use knowledge fluently, or to check understanding and inform teaching
- ✓ Ensuring the learning environment focuses on pupils, without creating unnecessary workload for staff, reflecting the school's ambitious intentions for the courses of study.
- ✓ Ensuring the work given to pupils is demanding, matching the aims of the curriculum in being coherently planned and sequenced towards cumulatively sufficient knowledge
- ✓ Evaluating student outcomes against targets and creating a development plan to keep the department moving forward

**In terms of Behaviour and Attitudes, you will be responsible for:**

- ✓ Upholding high expectations for pupils' behaviour and conduct within your department, ensuring the consistent and fair application of our Behaviour Policy; ensuring low-level disruption is not tolerated and that pupils' behaviour does not disrupt lessons and supporting your team well in managing pupil behaviour
- ✓ Building positive attitudes to education where students show commitment to their learning in your department, know how to study effectively and do so, are resilient to setbacks and take pride in their achievements
- ✓ Ensuring that relationships among pupils and staff reflect a positive and respectful culture where pupils feel safe and are safe

**We all have a responsibility to contribute to the Personal Development of the children in our care. You will be responsible for:**

- ✓ Ensuring cross-curricular themes such as literacy, numeracy, SMSC, FBV, and careers are embedded within your curriculum offer along with extra-curricular activities that support pupils' development as confident, resilient, and independent young people with a strong character
- ✓ Providing opportunities to nurture and develop pupils' talents and interests
- ✓ Ensuring equality of opportunity and diversity so that pupils appreciate and respect difference in the world and its people
- ✓ Providing opportunities for pupils to engage with views, beliefs and opinions that are different from their own in considered ways, showing respect for the different protected characteristics

**In addition to strategy, you will be required to undertake a range of operational tasks, such as:**

- ✓ Managing allocated budget
- ✓ Exam entries
- ✓ Health and Safety assessments
- ✓ Maintenance of displays/other publicity materials
- ✓ Producing information for a range of audiences including: parents, community, Governors

**You will also need to:**

- ✓ Rigorously support our safeguarding culture
- ✓ Undertake any other duty as specified by the Standard Teachers' Pay and Conditions Document, not mentioned above
- ✓ If a UPS holder, you will play a critical role in the life of the school acting as a role model for teaching; making a distinctive contribution to raising standards through coaching; taking advantage of opportunities for professional developing and using the outcomes effectively to improve students' learning

January 2023