

## **JOB DESCRIPTION | Head of Geography & Travel and Tourism**

Reports to:	Assistant Principal
Hours of work:	Teachers Directed Time – 1265 hours over 39 weeks of the year
Salary Grade and Point:	MPS/UPS + TLR 2b

### **ROLE VISION AND PURPOSE**

- To lead on the development of the curriculum and teaching and learning to develop learner competence and success in the Geography and Travel & Tourism departments.
- To lead the subject area in understanding and developing high quality and innovative provision within the curriculum.
- To lead on developing and implementing robust strategies that drive achievement in the Geography and Travel & Tourism departments.
- To ensure the requirements of Academy policies, processes and procedures are applied consistently across the department in terms of:
  - The smooth day-to-day running of the Academy.
  - Ensuring all staff are aware of all Academy policies.
  - Implementation of the quality assurance procedures for all aspects of the work of the Academy.
- To liaise with senior colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
- To ensure that the federation of Ormiston Academies is always presented positively within and beyond the Academy.

### **ACCOUNTABLE FOR**

- The vision for teachers within the departments and the high aspirations for the achievement and personal development of all students in the Academy.
- Ensuring that the teaching within the departments is always at least good.
- Providing high quality leadership to create an effective team.
- Excellent leadership to ensure the overall quality and coherence of teaching schemes for the department.
- Ensuring that the procedures undertaken for recording, monitoring, analysing and acting upon a range of data, including student attendance, punctuality, referrals and academic records from all subject areas, to enable staff to:
  - Track student overall attainment and achievement on a regular basis.
  - Evaluate the quality and appropriateness of students' individual learning plans.
  - Identify when intervention is necessary, particularly for improving a student's numeracy and literacy skills (e.g. when underachievement is identified, additional challenges are required and/or links needed to outside agencies).
- Ensuring that the Academy quality assurance procedures are undertaken rigorously.

- Effective liaison across the Academy to implement strategies to improve students core skills to succeed in the subject.
- The quality of the departmental SEF.
- The smooth day to day running of the department.
- Ensuring the Geography and Travel & Tourism departments adhere to all Academy policies.
- Being well informed of national developments regarding Education, as well as the views of students and their parents and communicating these to Senior Leaders and the Board of Governors where appropriate.
- Ensuring high quality mentoring and coaching of teachers within the department regarding learning and teaching, the structure and delivery of the curriculum and care, welfare, guidance and support.
- Sound financial management of departmental budgets, if applicable.
- Effective relationships with outside agencies providing support, if applicable.
- The line management arrangements for the performance management and professional development of all members of the department.
- Undertaking any other professional duties which are reasonably delegated by the Principal or Board of Governors.

## **GOAL SETTING AND PROFESSIONAL DEVELOPMENT**

Participating in the Academy's arrangements for goal setting as per the OAT Goal Setting Policy, professional development and the Academy's arrangements for quality assurance and internal verification.

## **GENERIC RESPONSIBILITIES**

- To carry out all responsibilities regarding the Academy's Safeguarding policies and procedures.
- To comply with all Health & Safety at work requirements as laid down by the Academy.
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

## **FLEXIBILITY CLAUSE**

Other duties and responsibilities, express and implied, which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

## **VARIATION CLAUSE**

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

## **CONTEXT**

All staff are part of a whole Academy team. Everyone is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information**

**about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.**

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.

**PERSON SPECIFICATION | Head of Geography and Travel & Tourism**

<b>Experience in an 11 -18 or 11 -16 Academy/School</b>	<ul style="list-style-type: none"><li>• Experience of leadership within an education role.</li><li>• Experience of operating at a strategic level and evidence of strategy development and successful implementation.</li><li>• Evidence of leading whole curriculum initiatives.</li><li>• Experience of delivering in-service training.</li><li>• Experience of working with staff at all levels.</li><li>• Outstanding teacher with recent secondary school experience.</li><li>• Successful experience of planning for implementation of and impact on school improvement, including self-evaluation.</li><li>• Experience of raising standards and performance.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status.</li><li>• Relevant degree or experience of teaching Geography as a specialism.</li><li>• Evidence of continuing professional development.</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Knowledge of up-to-date educational policies and developments.</li><li>• Experience/knowledge of how children learn with evidence to show how this can be effectively translated into classroom practice.</li><li>• The ability to analyse trends in performance to set challenging but achievable targets.</li><li>• The ability to set up appropriate intervention strategies.</li><li>• An excellent classroom practitioner.</li><li>• Understanding of the monitoring and evaluation processes and their impact on learning and teaching.</li><li>• Outstanding inter-personal and communication skills.</li><li>• The ability to lead, manage, inspire and motivate staff.</li><li>• The ability to manage change.</li><li>• Demonstrate a knowledge of equal opportunities and how equality issues can be addressed throughout the Academy.</li><li>• An excellent understanding of and commitment to e-learning.</li><li>• Knowledge, understanding and significant experience in using data to inform learning and teaching.</li><li>• Experience of using coaching as a model for ensuring ongoing professional development.</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• A willingness to work closely with other senior leaders in promoting a corporate responsibility for student behaviour and standards.</li><li>• The confidence to challenge factors which might undermine the Academy's performance.</li><li>• The commitment to building leadership capacity throughout the Academy community.</li><li>• The commitment to continue to develop collaborative links with other Ormiston Academies and partners.</li><li>• A willingness to work collaboratively with staff and to support them sensitively and effectively.</li><li>• The desire to lead by example and a willingness to participate in the high-profile management style adopted by the Academy.</li><li>• A commitment to maintaining very high expectations of students and staff alike.</li><li>• Evidence of communicating a clear vision to motivate and develop an effective team.</li><li>• A capacity to work effectively under pressure.</li></ul>