

Job Description

Role	Head of Geography (HoD) / Geography Teacher
Reports To	Headteacher and Senior Leadership Team
Location	Heron Hall Academy
Working Pattern	Monday to Friday (Hours in accordance with the provisions of STPCD)
Contract Type	Permanent and Full Time
Salary	Salary: MPR6 (£50,424) – UPR3 (£56,152) Management Allowance: HoD Non-Core, EBACC - £7,201 per annum Salaries are determined by the current range being paid and experience NSCT Health Cash Plan + Generous Pension
Annual Leave	Holiday year runs from 1 st September – 31 st August. Annual leave entitlements are calculated in your salary. No additional paid leave is provided and leave is taken during school closures.

Job Purpose

A passion for leading, teaching and learning, with a responsibility for shaping a collaborative, high-performing department and creating a supportive and engaging environment that fosters the academic, social and emotional development of all pupils.

The Geography curriculum at Heron Hall Academy follows the national curriculum and aims to develop pupils' knowledge of the world's physical and human environments, key geographical processes and global issues. The department builds knowledge progressively from KS3 through to GCSE, with a focus on developing strong locational knowledge, map and fieldwork skills, and the ability to interpret geographical data and information. Teaching is designed to be engaging and challenging, supporting pupils to understand the relationship between people and the environment and to develop curiosity about the world around them. The department places a strong emphasis on high expectations, secure subject knowledge and preparing pupils for success.

The Head of Department (HoD) provides strategic and operational leadership to ensure the Geography Department achieves these core objectives through high-quality teaching, learning and pupil outcomes. The HoD is responsible for leading curriculum development, operational management and strategic planning to drive departmental performance and improvement. This role includes managing staff performance, quality assurance and departmental self-evaluation, ensuring compliance with academy policies and statutory requirements. Working closely with the Senior Leadership Team, the HoD oversees resource management, utilises data analysis to inform decision-making and fosters a culture of accountability, collaboration and innovation within the department. A teaching commitment is maintained to model outstanding classroom practice, provide mentorship to the teaching team, and stay actively engaged with Geography education. Additionally, the HoD contributes to wider academy initiatives including enrichment activities, safeguarding, pastoral care, and community involvement, while championing the academy's values and strategic priorities.

Employees will be expected to comply with any reasonable request from their line manager and senior leadership team to undertake work of a similar level and grade that is not specified in this job description. Following consultation with you, this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The role involves adhering to the professional responsibilities and expectations set out in the School Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards.

Key Responsibilities

Leadership and departmental management

- Provide clear strategic direction and day-to-day leadership of the department to improve standards in teaching, learning and pupil outcomes.
- Lead departmental self-evaluation, development planning and curriculum innovation, aligned with the academy's improvement plan.
- Maintain a purposeful and up-to-date Departmental Handbook and Development Plan.
- Develop and review Schemes of Work in consultation with departmental colleagues.
- Ensure the department remains informed about current curriculum and pedagogical developments.
- Represent the department in middle and senior leadership forums, contributing to whole-school priorities.
- Ensure departmental deadlines are met, particularly for reports, internal documentation and pupil progress updates.
- Ensure homework is set in line with academy policy.
- Provide appropriate cover work for staff absence and support consistent practice across the team.
- Foster a departmental ethos of collaboration, accountability, continuous improvement and innovation.

Teaching commitment

- Deliver consistently high-quality, inclusive lessons in line with the national curriculum and departmental schemes of work.
- Maintain teaching load, as directed by the Senior Leadership Team, adjusted annually based on timetable needs and leadership priorities.
- Model outstanding classroom practice, behaviour management and inclusive pedagogy.
- Use own teaching as a platform to pilot new innovative strategies, share best practice and mentor colleagues via coaching, observation and team teaching.

Staff management and professional standards

- Set, communicate and uphold high expectations for staff conduct, collaboration and professional accountability.
- Deploy staff appropriately and manage their workload realistically and fairly.
- Communicate in a timely and appropriate manner with the Senior Leadership Team regarding staff matters, prioritising issues by urgency and importance.
- Ensure individual staff accountabilities are clearly defined, understood and regularly reviewed.
- Ensure effective performance management is embedded across the department.
- Reflect on personal contributions to academy achievements and respond constructively to feedback.

Staff development and performance

- Support the recruitment, induction and ongoing professional development of departmental staff.
- Observe lessons, provide feedback and lead performance management.
- Coach and mentor staff, modelling outstanding teaching and behaviour management.
- Promote a culture of reflective practice, innovation and continuous professional development.
- Lead regular departmental meetings with clear agendas and actionable outcomes.
- Provide regular departmental updates to the Senior Leadership Team.
- Ensure staff are aware of and meet deadlines.

Pupil progress and inclusion

- Analyse data to identify underperformance, trends or gaps and lead targeted interventions.
- Work with inclusion, pastoral, safeguarding and teaching staff to support pupils with diverse needs.
- Ensure pupil records are accurate and up to date, including achievement, attendance and behaviour.
- Promote engagement through enrichment, competitions and pupil leadership.
- Ensure pupils are prepared for internal and external assessments and exams in collaboration with the relevant departments, key personnel and Senior Leadership Team.

Behaviour, safeguarding and pupil support

- Apply the academy's behaviour policy consistently and restoratively.
- Develop procedures that reinforce academy-wide behaviour expectations.
- Promote an inclusive ethos where pupils feel valued and can succeed.
- Identify safeguarding concerns promptly and follow academy and Trust procedures.
- Contribute to pastoral systems that support pupil well-being.
- Liaise with external agencies to promote pupils' academic and emotional welfare.

Department operations and resource management

- Support the implementation of effective leadership systems, processes and structures in line with statutory requirements.
- Contribute to a leadership culture that reflects the academy's ethos, values and vision.
- Work with the Senior Leadership Team to manage departmental budgets, staffing and facilities to maximise value and impact.
- Monitor and evaluate the range, quality and use of resources to improve education and ensure value for money.
- Implement departmental policies that align with statutory and whole-school systems, including assessment and record-keeping.
- Produce and implement clear, evidence-based improvement plans and policies that align with national and local initiatives while preserving a values-driven culture.
- Present a coherent, accurate account of departmental performance to the Senior Leadership Team, governors, parents/carers and stakeholders.
- Support legal compliance and shared values through clear departmental structures.
- Integrate technologies to support leadership and operational efficiency.

Enrichment, communication and community engagement

- Build and maintain constructive communication and partnership with parents/carers to support academic progress and personal development.
- Act as the first point of contact for departmental concerns, resolving issues professionally.
- Collaborate cross-departmentally to create interdisciplinary learning opportunities.
- Engage parents, carers, alumni, local partners to enrich the curriculum and promote the academy's values.
- Ensure a range of community-based learning experiences are available to pupils.

Wider responsibilities and professional contribution

- Play an active role in shaping the strategic direction of the academy through middle leadership.

- Contribute to whole-school and cross-school initiatives, including partnerships with other educational establishments.
- Lead or support initiatives that foster shared values and promote pupil leadership.
- Participate in academy events, assemblies, enrichment and extra-curricular activities.
- Promote high standards of uniform, punctuality, behaviour and attitude to learning.
- Model and uphold the academy's ethos, routines and expectations.
- Support academy operational needs, including duties, collaborative planning and occasional cover.
- Stay informed about subject developments, curriculum changes and evidence-informed pedagogy.
- Contribute to a culture of excellence and innovation across the department and academy.

NSCT's Ethos

- Support the Trust's overarching objectives and uphold its ethos, vision and values.
- Represent the Trust with professionalism, serving as a positive ambassador within the community.
- Foster and maintain positive professional relationships with colleagues, parents/carers, stakeholders and the local community.
- Engage staff, pupils, parents/carers and stakeholders in Trust-wide initiatives, campaigns and events.
- Work collaboratively as a team to achieve the Trust's strategic goals and objectives.

Professional Development and Collaboration

- Participate in professional development activities and performance reviews, demonstrating a commitment to continual growth and excellence.
- Collaborate with colleagues across the Trust to share best practices and drive continuous improvement.
- Embrace new practices, technologies and strategies to meet the evolving needs of the Trust.
- Contribute to internal evaluations and work with senior leadership to achieve professional growth.

Safeguarding and Well-being

- Promote and uphold a culture where the safeguarding and welfare of children and young people is everyone's responsibility, regardless of role or location.
- Comply with all statutory and organisational safeguarding policies, including Keeping Children Safe in Education (KCSiE) and the Trust's safeguarding policy
- Report any safeguarding concerns or disclosures promptly and appropriately, in line with Trust protocols.
- Support the creation and maintenance of safe environments, physical and emotional, whether working directly with children or in supporting roles.
- Participate in mandatory safeguarding training and ensure your knowledge remains current and in line with your role's requirements.
- Promote inclusiveness, mental health awareness and well-being across your area of work, recognising their impact on the overall safety and success of pupils and staff.

Professional Conduct and Institutional Compliance

- Adhere to all Trust and academy policies and procedures, ensuring alignment with organisational standards and expectations.
- Comply with health and safety regulations to maintain a safe, supportive environment for pupils, staff and visitors.

- Foster a culture of diversity, inclusion and equal opportunity, ensuring all practices are free from discrimination and harassment.
- Uphold British Values and meet the requirements of the Prevent Duty, in line with statutory guidance.
- Support the Trust’s strategic priorities through your everyday work and professional conduct.
- Engage with internal and external audits, inspections and reviews to drive continuous improvement and ensure compliance with statutory and Trust-wide requirements.
- Demonstrate professionalism in conduct and appearance, serving as a positive role model.
- Strengthen relationships with the wider community to support the Trust and academy’s objectives.
- Participate in outreach programmes that connect the Trust with local stakeholders and encourage collaboration.

Acknowledgment and Agreement

By signing below, you acknowledge that you have read and understood the job description, including the roles, responsibilities and expectations outlined. You agree to perform these duties to the best of your ability and in accordance with the Trust’s policies and procedures.

Employee Name:	Employee Signature:	Date:
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Job Specification

Qualifications (or equivalent qualification)	Essential	Desirable
Grade 4 (C) or above GCSEs in English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educated to A level standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bachelor's Degree in Geography or a closely related subject	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PGCE or other recognised teaching qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Qualified Teacher Status (QTS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relevant leadership or management qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of Continuous Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Experience	Essential	Desirable
Highly experienced teacher and practitioner in secondary education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Well-versed teaching experience in Geography across Key Stages 3 to 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly proficient in delivering engaging Geography teaching, including physical and human geography, fieldwork, and use of data, maps and geographical resources to support learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Successful track record of driving change and improving outcomes		
Experience leading curriculum development to improve teaching and learning outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strategic planning and execution of whole-school initiatives, including academy improvement efforts and policy implementation, to foster innovation and enhance educational quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experienced in leading, mentoring, and managing staff, including overseeing performance management and facilitating professional development opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in HR processes to effectively manage staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supporting children with SEND, EAL and other additional needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lesson planning, curriculum delivery and differentiation for diverse learning needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Implementing intervention strategies to raise attainment and close achievement gaps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective in assessment, progress tracking and target setting to drive pupil success	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lead in managing classroom behaviour effectively for positive learning outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Actively involved in extracurricular activities and enrichment programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk assessments and ensuring a safe learning environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engaging with stakeholders to build strong, collaborative relationships and aligned goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills and Knowledge	Essential	Desirable
Well-versed in Geography GCSE and A-level syllabus and assessment framework	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deep subject knowledge in Geography	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Well-developed awareness of current educational practices and pedagogy in Geography teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A thorough understanding of the national curriculum framework and requirements, with particular expertise in Geography	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly knowledgeable of UK education policy and Ofsted framework	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to engage and inspire pupils across a diverse range of abilities and needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability developing innovative curriculum content, staying updated on national education developments, curriculum reforms and assessment processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Implementing strategies for diverse learners, including bilingual pupils, and creating an inclusive and supportive learning environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Awareness of potential learning barriers and strategies to address them	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use formative and summative assessments to evaluate pupil progress, analyse data to identify underachievement, and collaborate with colleagues to implement strategies that improve outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ability to analyse data and implement effective strategies to inform teaching and interventions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong leadership and management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of budget management and effective allocation of resources to support academy priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in IT, including Microsoft 365 applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Familiarity with role-specific platforms, digital tools and resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Awareness of online safety and responsible use of digital tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of safeguarding, child protection and health & safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of equality, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of GDPR and data protection regulations in education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes	Essential	Desirable
A passion for teaching Geography and inspiring pupils to develop curiosity about the world, an understanding of physical and human environments, and an appreciation of global issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicate professionally and respectfully with pupils, staff and the wider community, using clear verbal, written and interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work collaboratively and constructively with colleagues and the wider academy community to support a positive environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle disagreements and challenging situations calmly and professionally, promoting respect and resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain calm, approachable and solution-focused under pressure and when challenged	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prioritise the safety, wellbeing and development of pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Take the initiative and respond proactively to the needs of pupils and colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Be punctual, reliable and committed to professional responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage time effectively, meet deadlines and adapt to changing demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate strong organisational skills with accuracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exercise discretion and maintain confidentiality when handling sensitive information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uphold ethical standards and demonstrate high levels of trust and integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aligned with Trust values demonstrate a positive attitude and act as a role model	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Value diversity and actively contribute to an inclusive environment for all	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engage in self-reflection, embrace professional development and use creativity and technology to enhance practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>