



David Ross Education Trust  
Broadening Horizons

# JOB DESCRIPTION

Job Title:

**Head of Geography**

Location:

**Charnwood College**

## **Job Purpose:**

To lead the Geography department, so that all students achieve the highest possible standards. To implement and deliver an appropriately broad, balanced, relevant and knowledge rich curriculum to students.

## **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

## **Reporting To:**

Head of Faculty

## **Salary:**

MS1 - UPS3 + TLR 2.1 (£3391)

# KEY RESPONSIBILITIES

## KEY DUTIES AND RESPONSIBILITIES

- ★ Lead the teaching practice of others in Geography across the faculty
- ★ Drive the continuous and consistent Trust-wide focus on raising achievement, attainment and improving student outcomes.
- ★ Support the organisation and delivery of intervention support in the Geography department.
- ★ To ensure that all students are able to access a richer curriculum in Geography through enrichment opportunities.
- ★ To lead in the development and implementation of the curriculum offer within the faculty in line with the trust wide curriculum.
- ★ To lead the development of the faculty to deliver consistently high-quality teaching and learning to improve standards, levels of engagement and to raise aspirations for each individual student.
- ★ To set high expectations for standards of teaching, learning, conduct and relationships, and to model good practice

## TEACHING AND LEARNING

- ★ Ensure appropriate and challenging programmes of study and schemes of work are in place for all subject areas within the faculty to meet students needs.
- ★ Ensure inclusive learning through responsive and adaptive teaching throughout the faculty.
- ★ Take an active leadership role in the Academy's Continuing Professional Development (CPD) policy.
- ★ Lead the development of a stimulating learning environment that promotes the identity of the faculty and celebrates achievement.
- ★ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- ★ Provide and/or contribute to oral and written assessments, reports and references relating to individual students and groups of students taught or tutored.
- ★ Undertake a designated programme of teaching.
- ★ To ensure a high-quality learning experience for students which meets internal and external quality standards.
- ★ Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- ★ Promote and ensure high standards are expected and maintained in line with the CWC way.
- ★ Undertake assessment of students as requested by external examination bodies, departmental and whole school procedures.
- ★ To mark, grade and give written/verbal and diagnostic feedback as required using AfL strategies.
- ★ Create and maintain a positive learning environment in the classroom.
- ★ Support and coach staff in the development of effective classroom practice.

## **OPERATIONAL/STRATEGIC PLANNING**

- ★ Support in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the subject.
- ★ Contribute to the Curriculum area and SIL development plan and its implementation.
- ★ Responsibility for identifying students at risk of underachieving and in need of additional support
- ★ Contribute in the planning of whole school activities. Attend events such as open evenings, family events and options evenings as appropriate.
- ★ Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

## **CURRICULUM DEVELOPMENT**

- ★ Support the implementation of a comprehensive knowledge rich curriculum offer within the faculty which meets the needs of all students and the strategic development of the academy including cross curricular and competency learning
- ★ To engage with trust-wide subject community activity, including in-school curriculum and teacher development activity.
- ★ To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's mission and strategic objectives.

## **KEY ORGANISATIONAL OBJECTIVES**

The post-holder will contribute to the academy's objectives in service delivery by:

- ★ Ensuring compliance with Data Protection legislation.
- ★ Operating within the School's Equal Opportunities framework at all times.
- ★ Commitment and contribution to improving standards for students as appropriate.
- ★ Help to implement quality assurance procedures.
- ★ Participate in the school's self-evaluation and review cycle.
- ★ Implement modifications and improvement where required.

## **STAFF DEVELOPMENT: RECRUITMENT/DEPLOYMENT OF STAFF**

- ★ To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- ★ Responsible for target setting, tracking, monitoring student progress and achievement within the faculty.
- ★ Active participation in teachers Continuing Professional Development through learning walks, engagement with Steplab, feedback to teaching staff, book looks and student voice.
- ★ Develop and implement effective intervention strategies where required at subject, group or individual student level.
- ★ Participate in regular in-service training (INSET), weekly CPD sessions and personalised continued professional development.
- ★ To continue personal professional development in the relevant areas including subject knowledge and teaching methods and strategies for effective learning.
- ★ To engage actively in the performance management process.
- ★ To ensure the effective/efficient deployment of classroom support.
- ★ To work as a member of a designated team and to contribute positively to effective working relations within the school.

## MANAGEMENT

- ★ To line manage all teaching and support staff within the Geography faculty in accordance with the Trusts agreed processes, including the performance management of staff.
- ★ To be accountable for delivery of aspects of the Academy improvement plan as it affects the faculty.
- ★ To be accountable to SLT for the quality of teaching and learning and performance outcomes of the faculty. TO contribute to regular Academy self-evaluation and strategic policy development
- ★ To report to the governing body on progress and outcomes in relation to all areas of responsibility.
- ★ To advise the Academy operation team on resource requirements in relation to this area of responsibility.
- ★ To actively promote partnership working to support this area of responsibility.
- ★ To be responsible for the safety of the students and staff in your area, along with ensuring that safe working practices and procedures are followed.

## QUALITY ASSURANCE

- ★ To help implement school quality procedures and adhere to them.
- ★ To contribute to the process of monitoring and evaluation of the subject in line with agreed school procedures and policies, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- ★ To review methods of teaching and learning strategies and programmes of work.
- ★ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## SUPPORT AND PASTORAL SYSTEMS

- ★ To be a form tutor to an assigned group of students.
- ★ Take an active role in supervising students during social times
- ★ Promote the general aspiration and well-being of individual students and of the tutor group as a whole.
- ★ Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- ★ Evaluate and monitor the overall progress of students and keep up-to-date student records as required.
- ★ To contribute to the preparation of individual PSPs, IEPs, progress files and other reports.
- ★ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- ★ To communicate as appropriate, with the parents/guardians of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff in school.

## OTHER SPECIFIC 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.
- ★ Support the school in meeting its legal requirements for collective worship.
- ★ To actively promote the school's policies.
- ★ Continue personal professional development as agreed.
- ★ Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- ★ Undertake any other duty as specified by STPCB not mentioned in the above.

## **EXPECTATION OF ALL STAFF**

- ★ Promote and ensure excellent behaviour for learning and positive attitudes for learning both inside and outside the classroom.
- ★ Support the Principal and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.
- ★ Carry out all duties and responsibilities in accordance with the school's mission statement, policies, current practice and your duty of care for the students' well-being and safety. Do not do anything to bring the name or ethos of the school into disrepute.
- ★ Work flexibly as a member of a team and undertake such other duties as may be required within the scope of this post.
- ★ Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Deal with enquiries efficiently, efficiently and sensitively.
- ★ Ensure absolute confidentiality in all matters relating to the students, staff and school business, without exception.
- ★ Be aware of and comply with policies and procedures relating to child protection, Health and Safety, security and confidentiality. Report concerns to your line manager, Executive Principal, a member of the Senior Leadership Team or the Local Governing Body and Trustees as appropriate.
- ★ Attend and participate in relevant meetings, training, performance development and other activities as required.

## **GENERAL**

- ★ Have a working knowledge of teachers' professional duties and legal liabilities.
- ★ Operate at all times within the stated policies and practices of the school.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

## **OTHER DUTIES**

- ★ The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.

## **EQUAL OPPORTUNITIES**

- ★ The post-holder is required to carry out the duties in accordance with the Trust's Equal Opportunities policy.

## **HEALTH AND SAFETY**

- ★ The post holder will ensure that the duties of the post are undertaken with due regard to the school's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

## **SAFEGUARDING**

- ★ To do all that you should to ensure that you safeguard and promote the welfare of students in the Academy.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ Relevant Subject Degree at BA or above.	✓	
★ Qualified Teacher Status	✓	
★ Evidence of applying continued professional development.	✓	
<b>Management of Personal Teaching</b>		
★ Experience of raising levels of achievement and attainment	✓	
★ Effective use of data to inform planning	✓	
★ Experience of lesson planning and effective assessment for learning	✓	
<b>Professional Knowledge and Understanding</b>		
★ Maintaining a high standard of teaching and learning	✓	
★ Ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching/learning experience of students.	✓	
★ The ability to recognise curriculum issues and form a development plan to correct	✓	
★ Improvement - raising achievement	✓	
<b>Knowledge, Skills and Competencies</b>		
★ An understanding of teaching in a secondary school	✓	
★ Enable students to achieve high expectations through good quality teaching and learning	✓	
★ The ability to teach A level	✓	

★ Inspire students to have high aspirations and achieve their full potential	✓	
★ Build and maintain relationships with staff, governors, parents, students, and the community	✓	
★ Demonstrate commitment, enthusiasm and motivation	✓	
★ Demonstrate strong analytical skills to inform improvement	✓	
★ Be innovative and able to make a change	✓	
★ Communicate effectively with a range of audiences	✓	
★ Adaptability, flexibility and determination	✓	
★ Inspire, motivate, challenge and empower others		✓
★ Build and manage effective teams		✓
★ Experience of teaching your subject in a secondary school	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		

★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	
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*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*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 Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*