



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

Associate Headteacher Mr Joseph Roper

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Henley in Arden School: Job Description	
<b>Post</b>	Head of Geography
<b>Reports to</b>	SLT Line Manager
<b>Grade</b>	Scales M1 – UPS3 - Suitable for ECTs. TLR 2b - £5866
<b>Remuneration</b>	Scales M1 – UPS 3 - Suitable for ECTs. TLR 2 - TLR 2b - £5866
<b>Job Start Date</b>	September 2026

## Job Specification:

### Purpose

- To be **accountable** for the provision of high quality education within the Geography area, ensuring excellence for and from all
- Be **accountable** for pupil progress in the subject area
- Be **accountable** for identifying underachievement and communicating to teachers within the department
- Be **accountable** for the delivery of a curriculum which matches the expectations of the school development plan
- Be **accountable** for the delivery of a curriculum which matches the expectations of the school development plan, the school's stakeholders and takes into account national developments in terms of curriculum content and external examinations;

### Strategic direction and development of the subject

- Be **accountable** and **operationally responsible** for planning, reviewing and overseeing of appropriate short, medium and long term schemes of work for the subject area;
- In conjunction with the appropriate members of SLT, be **responsible** for providing termly evaluations of the quality of teaching and learning in the subject area;
- Be **responsible** for writing the subject area improvement and development plan, and be **responsible** for its termly review, taking **accountability** for strategic developments, and being **accountable** to the Head of Faculty for the resulting actions;



- Using data effectively, be **accountable** for monitoring standards of progress and achievement in the subject area;

### **Leading and Managing Staff**

- Where appropriate, be **accountable** and operationally **responsible** for the monitoring of the quality of teaching, learning and assessment including work scrutiny, sampling of intervention folders, and learning walks and keep records of this activity;
- Where appropriate, **contribute** to colleagues' professional development
- Within the context of the subject area be **accountable** (though not necessarily operationally responsible) for the appropriate induction, training and development of student, NQ and RQ teachers;

### **Teaching and Learning**

- Be **responsible** for ensuring that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students;
- Be **accountable** for supporting and guiding colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils;
- **Responsible** for clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy;

### **Efficient and effective deployment of staff and resources**

- With SLT, **contribute** to decisions concerning resource and staff requirements for the subject and inform the Headteacher of costs and priorities;
- **Accountable** and operationally **responsible** for the distribution of subject resources to meet the objectives of the school;
- Where appropriate, be **accountable** for the management of resources of the subject area within the limits of the delegated budget;
- **Contribute** to ensuring a stimulating and safe working environment in which risks are regularly assessed and appropriate mitigations are implemented;

### **Other**

- Establish and maintain effective working relationships with professional colleagues and parents;
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post;
- Any other reasonable duties as assigned by the Headteacher.
- any other duties commensurate with the level of the post as may be required from time to time.

### **Conditions of employment**

This job description is subject to the current conditions of employment applying in the AMAT, other current educational and employment legislation and any conditions applying

to the school's status as an Academy Trust. Review The job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.