

JOB DESCRIPTION

[South Chingford Foundation School](#) [Chingford Academies Trust](#)

Title of Post:	Head of Geography
Grade/Pay Range:	MPS/UPS (Outer London) + TLR 2A
Department:	Geography
Responsible to:	SLT Member
Responsible for:	None

The Geography Department is led by the Head of Department and comprises of a team of Geography teachers. The Department benefits from clear direction and strong leadership.

FACILITIES AND RESOURCES

The school provides outstanding facilities for teaching Geography, including a suite of dedicated rooms.

LINE OF RESPONSIBILITY

The post holder is directly responsible to SLT on curriculum matters and the Head of Year pastoral issues.

JOB PURPOSE

- To lead and manage all aspects of the Geography curriculum
- To provide an effective and efficient teaching service within the Geography department.

MAIN DUTIES / RESPONSIBILITIES

- To assume a key role in raising standards of attainment in teaching and learning within their Department area through close monitoring and evaluation systems
- To support the identification of various cohorts of pupils by promoting strategies designed to accelerate their progress
- To develop effective means of overcoming barriers to learning and promote inclusive approaches
- To use appropriate research methods including ICT for data collection and collation to monitor and improve pupil progress within the Department
- To promote and support inclusion and equality
- To have responsibility for all aspects of Geography including the deployment of resources
- To monitor the progress of all students in the Department through close monitoring with planned interventions when necessary
- To hold termly banding reviews where appropriate to ensure all pupils are in the correct groups
- To take the lead in determining Departmental policy

- To contribute to the school's ongoing self-evaluation process through annual departmental reviews
- To provide an effective role model in terms of own classroom practice
- To promote an ethos of teamwork and culture of sharing
- To performance manage teachers in their department area and possibly other areas as required
- To ensure the smooth running of all administrative issues relating to external and internal exams within their subject
- To provide induction support and supervise work of all ECT'S and trainee teachers within the Department
- To facilitate Department meetings and circulate agendas and minutes
- To assist in the appointment of new staff
- To assist in organising the staffing and rooming for the Department
- To prepare, teach, mark and evaluate pupil's work according to departmental and school policies
- To teach lessons at KS3 and KS4
- To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle
- To keep informed of curricular developments
- To keep informed of whole school policies and to play an active role in implementing them
- To carry out pastoral duties (which may include being a Form Tutor)
- To attend pastoral meetings and play an active role in developing and implementing year-team policy
- To attend appropriate parent's evenings
- To carry out a share of supervisory duties in accordance with published schedules
- To participate in appraisal review and development procedures
- To carry out any other reasonable duties as required by a SLT member.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all school and Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in Performance Management in line with school policy
- To participate in continuing professional development opportunities as directed or identified through Performance Management and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained In Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be Initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
HEAD OF GEOGRAPHY**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Qualified teacher status	X	
Degree or equivalent	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of successful Geography Teaching at KS3 & KS4	X	
Experience of a leadership or management role	X	
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Ability to communicate effectively at all levels	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
Ability to use initiative and prioritise work and ability to work to deadlines	X	
Understanding the importance of Quality Assurance measures and of Quality Assurance indicators	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Good influencing and negotiating skills		X
Capacity to manager others/hold others to account	X	
PERSONAL ATTRIBUTES		
Flexible, proactive and resourceful	X	
Ability to work as part of a team	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Self-motivated	X	
Commitment to raising standards of behaviour through improved teaching and learning skills	X	
Calm and organised approach to work including times when under pressure	X	
SAFEGUARDING		
Ability to form and maintain appropriate relationships and boundaries with students	X	

Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.