

THE HOWARD PARTNERSHIP TRUST

'Bringing out the Best'

THOMAS KNYVETT COLLEGE

JOB PROFILE – HEAD OF GEOGRAPHY

Job Title:	Head of Geography			
Reporting to:	Head of Faculty			
Salary:	MPR/UPR plus TLR 2b £5,746			
Job Purpose:	<p>To work with and assist the Head of Faculty on the key accountabilities below:</p> <ul style="list-style-type: none"> • To ensure that all staff within the department provide inspirational high-quality Teaching and Learning that supports students in making accelerated progress. • To provide inspirational leadership and develop a high performing team which delivers outstanding outcomes for students • To lead and promote activities that support the improvement priorities of the school • To consistently maintain and model the Teacher Standards 			
Key accountabilities				
Strategic Leadership	Teaching and Managing Student Learning	Assessment and Evaluation	Professional Development	Communication
<ul style="list-style-type: none"> • To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the faculty • To audit and plan the curriculum provision and enrichment within the faculty • To identify areas for improvement within the faculty and contribute to whole-school self-evaluation and improvement planning • To set expectations and targets for staff and students in relation to student achievement and 	<ul style="list-style-type: none"> • To ensure that teaching and learning within the faculty is of a consistently high standard and provides challenge and engagement • To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students • To support the Head of Faculty observing and analysing classroom practice, offering targeted support when necessary, in line with whole school Quality Assurance procedures 	<ul style="list-style-type: none"> • To establish and implement clear practices for assessing, recording and reporting on student progress in line with school policy • To lead the implementation of intervention strategies to ensure outstanding progress for all students 	<ul style="list-style-type: none"> • To role model outstanding classroom practice • To inspire and motivate staff within the faculty and develop a cohesive team • To promote collaborative working within the faculty, with other subject areas and other THPT schools • To provide subject specific Professional Development opportunities which develop pedagogy and have impact in the classroom • To take responsibility for your own Professional Development through engagement in internal and external training. 	<ul style="list-style-type: none"> • To attend regular line management meetings with the Faculty line manager • To support the Head of Faculty in the organisation of meetings ensuring the focus is on the improvement of Teaching and Learning • To establish effective communication with parents / carers • To develop lines of communication between feeder schools and faculty staff to ensure continuity and progression. • To attend parent / information evenings in line with role

<p>monitor progress towards these targets</p> <ul style="list-style-type: none"> • To contribute to the appointment of staff to the faculty • To deploy teaching and support staff within the faculty. • To carry out Performance Management in line with whole school procedures • To manage a budget and oversee effective allocation of material resources within the faculty 	<ul style="list-style-type: none"> • To develop students' communication, literacy and numeracy skills • To keep abreast of new curriculum thinking (including KS2) and examination specifications • To promote the use of the VLE and extra-curricular opportunities to extend learning beyond the classroom • To manage student behaviour, sanctions and rewards within the faculty in line with school policy 		<ul style="list-style-type: none"> • To read widely and keep abreast of national developments in education. 	
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Subject Specific Information

Our Geography Department prides itself on its creativity, energy and very good results. We are widely recognised for our investment in and the establishment of excellent relationships with our students. Ultimately as a department we are committed to ensuring every student has the opportunity to thrive and push the envelope of their learning frontier in Geography. We strive to teach relevant, interesting lessons to inspire students to engage with current events at local, national and international scales in pursuit of creating independent critical thinkers. Our team have an innovative and forward-thinking ethos. We are a dynamic, friendly department that pride ourselves on our creative teaching and learning strategies. The department includes a range of experience who work collaboratively, sharing good practice of teaching and learning in the department and across the whole school.

We are passionate about creating opportunities for students to 'see' and experience geography in the real world. We currently run a wide variety of local and international trips, including visits to Brighton, Iceland and China. We also run a key stage 5 optional trip to the Eden Project, and we are always looking to add more opportunities to our repertoire.

Additional Information

- For details of how the school day is structured, please see www.oxtedschool.org
- NQT's will have a reduced timetable
- The majority of teaching staff will be form tutors
- For more information about Oxted School see www.oxtedschool.org
- For more information about The Howard Partnership Trust see: www.thehowardpartnership.org

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PERSON SPECIFICATION – HEAD OF SUBJECT

Qualifications & Training	Essential	Desirable	How assessed
Qualified teacher status	✓		Application
Relevant specialist qualifications in your subject	✓		Application
Commitment to CPD and improving practice through reflection	✓		Application / Interview
Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism	✓		Application / Interview
Experience as a form tutor and / or pastoral work		✓	Application / Interview
Skills and abilities	Essential	Desirable	How assessed
To be able to teach lessons which consistently meet the Teacher Standards	✓		Application / Interview
Demonstrable experience of improving student outcomes	✓		Application / Interview
Experience of carrying out monitoring and evaluation of colleagues		✓	Application / Interview
Experience of leading CPD opportunities for colleagues		✓	Application / Interview
To use a variety of strategies to engage students and promote a stimulating learning environment	✓		Application / Interview
To lead a team, inspiring others and to promote faculty / department procedures	✓		Application / Interview
To be a confident user of IT as a teaching tool	✓		Application / Interview
To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives	✓		Application / Interview
Personal Attributes	Essential	Desirable	How assessed
Excellent communication skills with the ability to relate well to students and adults	✓		Application / Interview
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	✓		Application / Interview
Energy, enthusiasm, determination and an insistence on high standards	✓		Application / Interview
Be able to work under pressure, prioritise and manage time effectively	✓		Application / Interview
Safeguarding			
The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).			

The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment