# Job Description

## Head of Geography

<table>
<thead>
<tr>
<th>Reporting to:</th>
<th>Designated Line Manager.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>MPR/UPR (+ TLR2b £4191)</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, School Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current legislation. This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.</td>
</tr>
<tr>
<td>Responsible for:</td>
<td>To lead and promote the academy ethos, vision and mission within the department. To lead, facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils. To lead on and make a positive contribution to the spiritual, moral, social and cultural development of students within the department.</td>
</tr>
<tr>
<td>Specific Responsibilities</td>
<td>To lead on and have responsibility for:</td>
</tr>
<tr>
<td></td>
<td>- To ensure there is high quality teaching and learning within the department. To monitor the quality of teaching and learning and provide the necessary support to ensure all teachers are achieving the required standard appropriate to their career stage.</td>
</tr>
<tr>
<td></td>
<td>- Ensuring there is an appropriate curriculum for all students.</td>
</tr>
<tr>
<td></td>
<td>- Implementing differentiation into schemes of work that allows all students to achieve their potential.</td>
</tr>
<tr>
<td></td>
<td>- Appropriate assessments within the schemes of work to ensure the tracking and monitoring of pupil progression against individual, class and departmental targets.</td>
</tr>
<tr>
<td></td>
<td>- To manage the departmental tracking system ensuring that all students are working towards achieving their targets.</td>
</tr>
<tr>
<td></td>
<td>- Ensure there is consistency and standardisation of all assessments.</td>
</tr>
<tr>
<td></td>
<td>- Ensure there is appropriate intervention for any student that is not on target</td>
</tr>
<tr>
<td></td>
<td>- To ensure high quality teaching, learning and assessment within the department. To monitor the quality and provide appropriate support where necessary.</td>
</tr>
<tr>
<td></td>
<td>- To lead and manage departmental self-evaluation in accordance with the academy</td>
</tr>
</tbody>
</table>
policy and guidance.

- To write, implement and review a departmental development plan in line with the whole academy development plan.
- To deploy all resources appropriately to ensure the best value for money and in line with the requirements of the departmental development plan.
- To plan, implement and review intervention strategies for students who are underachieving or in need of additional support.
- To plan for and attend line management meetings
- To lead on monitoring of reports to parents and ensure there is effective communication with parents.
- To manage ITT and NQT within the department.
- To plan, prepare and attend all relevant meetings.
- To produce reports for governors and the SLT as requested.
- To manage the setting of cover work for absent colleagues.
- To undertake performance management reviews of colleagues in accordance with the academy policy.
- To attend and deliver relevant INSET and training

**General Responsibilities:**

As a Teacher you are responsible and accountable for raising and maintaining standards and ensuring high quality teaching and learning in your lessons. All teachers should maintain national professional standards of practice relevant to their role and grade.

All Teachers at the Hope Academy should actively follow and promote the mission, policies and standards of the Academy which require:

- Supporting the ethos of the Academy which enables pupils to experience, develop and practise Christian values and living.
- Displaying an enthusiasm for your subject/s which motivates and engages pupils in your lessons.
- Displaying flair and creativity, enthusing and challenging groups of pupils.
- Plan and deliver high quality Teaching and Learning.
- Be fully committed to raising standards and improving the life chances of all pupils.
- Create a culture which celebrates the positive and encourages all kinds of achievement.
- Ensure, good communication and working in partnership with others.
- Support a caring and compassionate community, through being aware and responding to the needs of others.
- Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to their talents and abilities.
- Be committed to high standards of professional co-operation and integrity.
- Work collaboratively with other colleagues promoting co-operation and team work.
- Contribute to the effective operation of your curriculum team through accepting reasonable delegation of responsibilities and tasks.
- Where required to undertake the responsibilities of a form tutor in line with policies and procedures.
- In line with policies and routines, undertake a range of supervisory duties ensuring the safety and well being of pupils in your care.
- To be a pro-active member of the School and House Teams and ensure effective implementation of all policies and procedures.
- To contribute to the effective operational activities of the Academy, including attendance at meetings, events and activities as required.
- Contribute to effective induction of NQTs and other staff new to your curriculum team.
- Where required participate in the Academy Initial Teacher Education programme in line with Academy policies and procedures.
- Contribute to the continuous improvement in standards, high quality evaluation and improvement planning throughout the Academy.
- To lead, support and encourage the highest possible standards of behaviour.
learning, attainment and achievement.
- To manage resources creatively, effectively and efficiently to meet the priorities of the Academy.
- To celebrate success and to implement strategies for continuing improvement.
- To contribute to the effective operation of the Academy, including attendance at meetings, events and activities as required.
- To engage in continuous professional development and networking to ensure that professional contributions are up-to-date.
- To pursue and promote the achievement of equality of opportunity throughout the Academy’s activities.
- To maintain effective relationships with external agencies and associated schools and represent the Academy at external meeting.
- To manage resources creatively, effectively and efficiently to meet the priorities of the Academy.
- Work to ensure the health, safety and welfare of staff and students.

**Procedures:**

All the above duties and responsibilities are to be carried out as designated by the Principal and in line with the agreed policies and procedures of the Academy.

This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and it's grading.

There will be an annual review of the Job Description.