

**CRAMLINGTON LEARNING VILLAGE
JOB DESCRIPTION**

Post:	Head of Geography
Scale:	TLR2.3
Reporting to:	Leader of Learning (Humanities)
Responsible for:	Teaching staff and other relevant personnel within the subject
Liaising with:	Head/Deputies, Head of Department and relevant staff with cross curricular responsibilities, relevant non-teaching support staff, LEA staff, parents

PURPOSE

- To raise standards of student attainment and achievement within the subject (Geography) and to monitor and support student progress
- To be accountable for student progress and development within the subject area
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school
- To be accountable for leading, managing and developing the subject
- To effectively manage and deploy teaching/support staff, financial and physical resources within the subject
- To support the development of Humanities throughout the school

MAIN DUTIES

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject
- The day-to-day management control and operation of course provision within the subject, including effective deployment of staff and physical resources
- To actively monitor and follow up student progress using FFT data and school reviews
- To lead and manage the development planning of the subject, and to ensure that the planning activities of the subject reflect the needs of students within the subject area, and of the School Development Plan
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject are in line with national requirements and are updated where necessary

Curriculum Provision

- To ensure the delivery of an appropriate, comprehensive, high quality curriculum programme
- To be accountable for the development and delivery of subject

Curriculum Development

- To lead curriculum development for the subject
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national and local levels

Staffing/Staff Development/Recruitment/Deployment of Staff

- To work with the Head of Department and CAM to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of support staff
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject liaising with the Cover Supervisor to ensure appropriate cover within the subject
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT programme
- To be responsible for the day-to-day management of staff within the designated subject and act as a positive role model

Monitoring and Evaluation

- To ensure the effective operation of monitoring and evaluation systems
- To establish the process of the setting of targets within the subject and to work towards their achievement
- To establish common standards of practice within the subject and develop the effectiveness of teaching and learning in all subject areas within the subject
- To contribute to the school procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the subject
- To implement modification and improvement where required

Information Management

- To ensure the maintenance of accurate and up-to-date information concerning the subject
- To analyse and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, reviews and reports; setting deadlines where necessary and reviewing progress on the action taken

- To produce reports on examination performance, including the use of value-added data
- To provide the Governing Body with relevant information relating to the subject's performance and development

Communications

- To ensure that all members of the subject are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the subject's views and interests

Marketing and Liaison

- To contribute to the school liaison and marketing activities e.g. the collection of material for press releases
- To lead the development of effective subject links with feeder schools and the community, attendance where necessary at liaison events in feeder schools and the effective promotion of subjects at Open Evenings and other events e.g. Parents in Partnership
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To manage the available resources of space, staff, money and equipment including deploying the subject budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Deputy Head in order to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System

- To monitor and support the overall progress and development of students within the subject
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHE, citizenship and enterprise according to school policy
- To ensure the Behaviour Management policy is implemented in the subject so that effective learning can take place

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCB not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description