



Assistant Head of Geography

Name:

Job Title/Post: Assistant Head of Geography

Salary: Pay Spine + TLR 2a

Immediately Responsible to: Head of Geography

Job Purpose

To support the Head of Geography in raising standards of student attainment and achievement within the curriculum area in line with national and school policies/priorities. This will include joint responsibility for leading, developing and managing the quality of Teaching and Learning; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in the curriculum area of Geography.

General Responsibilities

1. To implement the aims and objectives of the school.
2. To undertake such duties and administrative tasks as may be reasonably directed by the Head of Geography, including an active contribution to the organisation and development of the school.
3. To participate in and contribute to appropriate INSET and to so encourage members of the department.
4. To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out of school activities.
5. To contribute to broader aspects of school life as opportunity and situations make relevant.
6. To act as Form Tutor with the associated responsibilities of such posts – as directed by the Headteacher.

Teaching and Learning

1. Modelling consistently good and outstanding standards of teaching and learning across the age and ability range.
2. To contribute to the development of Geography across the school ensuring the specialism continues impacting pupil progress.



3. To contribute to the teaching of Geography within the school and such other subjects as may reasonably be directed by the Headteacher.
4. To assist with the reviewing, developing and refining schemes of work in line with the Programmes of Study.
5. To assist with curriculum development for the whole department.
6. Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.
7. To take some responsibility for developing and co-ordinating Geography links with other schools where appropriate.
8. Taking a leading role in promoting Geography learning through out of hour's activities.
9. To assist with modelling and sharing high quality teaching resources to match the needs of the curriculum and the different abilities of learners.
10. Assisting in developing and enhancing the teaching practice of others.

Recording, Reporting and Assessment

1. Management of **KS3** student progress and development within Geography by leading, developing and enhancing all assessment arrangements within the department in line with school policy.
2. To ensure that **KS3** work set and marked in the subject and they are of appropriate standards and that administrative and professional responsibilities relating to school examinations are completed e.g. completing pupil records, reports to parents etc.
3. Plan and resource year end enrichment activities.
4. Ensuring that appropriate intervention is provided for **KS3** students who are falling short of their targets.
5. Ensuring that **KS3** Department reports on students are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school's reporting arrangements.
6. Work in partnership with senior staff, teachers and support staff, within an agreed system of supervision, to review long term and short term planning to ensure coverage, provision of a range of learning experiences, continuity and progression for all pupil premium students from one year to the next, and between Key Stages, in line with the school's 'Assessment for Learning' targets, making best use of assessment information to ensure that individual needs are being met. Provide report each year to for Self Evaluation Purposes.

Leadership



1. Establishing good relationships, encouraging and celebrating good working practices, supporting and leading departmental staff.
2. Assisting with leading, managing and developing the curriculum area.
3. Assisting with the effective management and deployment of staff, financial and physical resources within the department to maximise support for the Geography Department.
4. To guide, advise and actively support other members of the department in their management of student behaviour within their classroom where appropriate.
5. Supporting and maintaining the aims, ethos and core values of the school and their practical expression through agreed policies.
6. Contributing to the production of a succinct focussed annual Department Improvement Plan, in line with agreed whole school priorities and department SEF.
7. Conduct a programme of lesson observations in co-operation with the Head of Department.
8. Assist in the induction of Newly Qualified Teachers and ITT students/PGCE students and new staff.
9. Assist the Head of Department in conducting the appraisal system in the Department.

Standards and Quality Assurance

1. Assisting with the department's quality assurance procedures to meet the requirements of the school's self-evaluation strategy and the Improvement Plan.
2. Attending and participating in open/parent evenings. To contribute to major school events in an appropriate fashion.
3. Attending team and staff meetings within and beyond the school that are relevant to the post, with respect to meetings in school to represent views relevant to the subject.
4. Other duties as reasonably requested by the Headteacher.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocated duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the postholder must use directed time in accordance with the School's time budget policy and have regard to a Teacher's Conditions of Employment.



3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.