

JOB DESCRIPTION


Job Title:	Head of Geography	Reporting to:	Deputy Headteacher
Location:	Rockwood Academy	Annual salary:	MPS/UPS + up to a TLR 2c
Contract type:	Full time, Permanent	Hours of work:	Monday – Friday 32.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

We are seeking an inspiring and enthusiastic Head of Department who is committed to enriching the lives of young people through the power of education. The Head of Geography along with the Senior Leadership Team are responsible for providing the strategic direction and development of the subjects, leading, developing and managing staff, the safe and efficient development of resources and securing and sustaining high quality teaching and learning in your subjects

MAIN DUTIES:


- To be accountable for standards across the Geography Department and the progress of all students.
- To report as appropriate to the Deputy Headteacher for Curriculum, Teaching, Learning and Assessment.
- To ensure compliance with all policies and procedures relevant to the position.
- To share and support the responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the Academy's ethos providing equal opportunities for all.
- To take an active responsibility for the safeguarding and welfare of all students.
- To lead the development of the Geography curriculum, resources, schemes of work, marking policies, assessment and teaching and learning strategies.
- To be responsible for the day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources.
- To ensure accurate assessment and effective monitoring of student progress. To proactively respond to the information when appropriate. To ensure all student data is up to date ported in the required format to relevant stakeholders.
- To model outstanding teaching.
- To ensure appropriate arrangements for classes when staff are absent.
- To ensure appropriate staff development within the Geography Department, including induction.
- To manage the Geography Departments budget.
- To be responsible for the examinations, internal and external, of all students in the Geography Department in liaison with the Examinations Officer.

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- To be responsible for writing and updating the Geography Department Development Plan (DDP).
 - Ensure effective on-going self-evaluation to inform the DDP.
 - To support the Geography Department staff as required.
 - To be responsible for the performance management of identified staff.
 - To lead the Geography Department meetings.
 - To be a significant contributor to the Curriculum Board.
 - To promote Geography education and the Geography Department.
 - To maximise opportunities for students to participate in wider activities that reflect the broader Geography curriculum.
 - To be a form tutor to an assigned group of students.
 - To continue with own professional development including being up to date with the latest developments in teaching practice and methodology,
 - To be aware of department and academy health and safety measures, including relevant risk assessments.
 - To take part in Open Evenings and Parents' Evenings and any other similar events to support students and their families.
 - To attend meetings and professional development activities as required.
 - To carry out duties in line with published rotas.
 - To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
 - Promote positive and professional working relationships within the staff body.
 - To be a professional role model.
 - To promote the general personal development and well-being of individual students and the tutor group as a whole.
 - To liaise with the relevant pastoral leaders to ensure the implementation of the student support system.
 - To inform the appropriate staff of concerns about a student(s) in the required timeframe.
 - To be fully aware of all matters of child protection and safeguarding and follow the appropriate policies and procedures as required.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction



caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out

in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing

jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	May 2021
Job Description Reviewed by:	Headteacher



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The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> • Qualified Teacher status. • Evidence of relevant professional development. • Geography Degree (2.1 with honours or above). 	 	
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> • At least 2 years teaching experience. • Experience and commitment to teaching in a comprehensive setting. • Evidence of management and leadership experience within a Geography Department. • Up to date knowledge of all aspects of Geography education. • Evidence of consistent outstanding teaching. • The ability to effectively line manage a Geography Department. 	 	
Personal Attributes <ul style="list-style-type: none"> • Ability to lead, motivate, challenge and inspire. • Resilience, the ability to work under pressure and be able to meet deadlines. • Ability to think creatively and to prioritise. • Excellent communication skills (including written, oral and presentation skills). • Excellent interpersonal skills. • A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme. 	 	



• An outstanding role model.	X	
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