



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Second in Humanities Faculty – Geography Lead
Responsible to: Head of Humanities
TLR: 2A = £3,391

About the Role:

We are looking for a dedicated, well qualified and enthusiastic Head of Geography to lead this popular and highly successful subject. Geography is well established at all Key Stages, with courses offered in GCSE and A Level. You will be required to lead a small team in successfully planning and delivering lessons and schemes of work which enable all students to achieve. As part of your role, you will be responsible for the monitoring of student progress and the promotion of the department to students choosing options at GCSE and A level.

What you will need to succeed:

Candidates must have a passion for the subject and a desire to educate pupils of all abilities. A successful candidate will be equipped with the knowledge and skills required to deliver Key Stage 3, GCSE and A Level courses and radiate creativity and enthusiasm in the classroom. You will have high expectations of yourself and the students, and demonstrate a flexible approach to working with other members of staff. You will be committed to improving the learning outcomes for all pupils in the school.

Main purpose:

The Head of Subject will take lead responsibility for providing leadership and management for Geography to secure:

- High-quality teaching and subject knowledge of staff
- A coherently planned and sequenced curriculum in Geography
- Improved standards of learning and achievement for all
- Consistent assessment and accurate teacher judgements within the subject
- Effective use of resources



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Duties and responsibilities:

Strategic direction

- Set high expectations which inspire, motivate and challenge pupils
- Develop effective teaching and learning strategies
- Promote and monitor the use of school policies within the subject
- Contribute to school improvement planning, including creating subject action plans and evaluating the effectiveness of the subject

Subject knowledge and curriculum development

- Use extensive, up-to-date subject knowledge to lead Geography across the school, and keep up to date with developments in pedagogy and the curriculum
- Oversee the planning of curriculum content, ensuring it is well-sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Work with teachers and other subject leads to build links between the Geography curriculum, literacy skills and the wider curriculum
- To be a member of relevant associations and keep up to date with current curriculum developments.

Professional development

- Attend relevant training courses and share new knowledge with colleagues.

Monitoring and assessment

- Quality-assure data within the subject to ensure it is accurate, reliable and valid
- Analyse internal and external assessment data to track pupil progress and attainment
- Identify where students have learning gaps or are not making the expected progress, and make sure interventions target these
- Monitor the quality of teaching and learning across the subject, including book scrutinies, teacher planning scrutinies, lesson observations and learning walks
- Moderate assessment to make sure teachers are making accurate judgements of students' progress

Leading and managing colleagues

- Establish positive working relationships among colleagues, modelling effective teamwork and support.
- Help colleagues develop positive communication with students and parents.

Managing resources



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- Audit, check and manage Geography resources termly, to ensure they are available, up to date, varied and diverse, and match pupil and curriculum needs.
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in students.

Enrichment Programmes

- To extend opportunity for all and widen understanding of the wider environment in which they live.
- To encourage others – staff and students - to lead and engage with other department-related programmes.
- To shape parental engagement and the recruitment of new pupils - particularly with events such as Open Evening and Options' Evenings.

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.
2. Undertake continued personal professional learning activities, as agreed with the Line Manager / CPL co-ordinator.
3. Participate in subject team activities arranged for open evenings.
4. Undertake duties as per the published rota.
5. Undertake a reasonable share of cover lessons in accordance with the published cover policy.
6. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Upper Pay Spine

1. In addition to the above, teachers who have progressed to the Upper Pay Spine will be expected to undertake additional responsibilities. The scope of these should increase along with UPS progression.
2. Teach consistently good or better lessons, with the aim of improving to deliver an increasing number of outstanding lessons.
3. Contribute to developments within the subject/year team and lead on appropriate aspects, as agreed by their line manager.
4. Undertake induction, coaching and mentoring of identified staff or trainees, in line with the school's policy.



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5. Contribute to the whole school professional development programme as appropriate.
6. Provide guidance, support and mentoring for identified students, as agreed with their line manager.

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 allocates duties and responsibilities but does not direct the particular 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 post holder must use Directed Time.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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Head of Geography Person Specification

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Attributes	Essential	Desirable	Evidence
Qualifications & Experience			
QTS (or training towards QTS)	✓		A
Successfully completed Induction Year	✓		A
Evidence of recent Professional Development	✓		A
Further study or qualification		✓	A
Evidence of contribution to staff training and development		✓	A
Knowledge & Skills			
Excellent classroom practitioner	✓		IP
Ability to articulate characteristics of effective teaching	✓		IP
Knowledge and understanding of current and future initiatives in education		✓	A/IP
Understanding of the learning needs of all students	✓		A/IP
Ability to lead and implement new ideas	✓		A/IP
Use of ICT, particularly to promote teaching and learning	✓		A/IP
Ability to enthuse, inspire and motivate others	✓		A/IP
Experience of, ability to, use student performance data to raise achievement		✓	A
Excellent people management skills and the ability to build a team		✓	A
Ability to communicate effectively with a range of audiences	✓		A



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Good administrative and organisational skills	✓		A
Personal/Professional Qualities			
Self-motivated, with ability to use initiative	✓		R/IP
Approachable, caring, flexible and supportive	✓		R/IP
Ability to contribute to and be part of a team	✓		R
Can work under pressure, with a high level of commitment and determination	✓		R
Ability to lead by example, and make decisions	✓		R
Commitment to extra-curricular activities	✓		A/R
Safer Recruitment			
Knowledge and understanding of requirements and responsibilities for safeguarding and promoting the welfare of children and young people (including an enhanced DBS check)	✓		A/R/IP
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/R/IP
Emotional resilience in working with challenging behaviours	✓		A/R/IP
Appropriate motivation to work with young people	✓		A/R/IP

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____