



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Deputy Head of Geography
<b>GRADE:</b>	<b>MPS or UPS</b> <b>TLR 2B - £5,832</b>
<b>PURPOSE:</b>	To be the Second in Department in Geography, deputising for the Head of Department as required (including leading the department when the Head of Department is not in school), and lead on the delivery of and outcomes in a designated Key Stage.
<b>REPORTING TO:</b>	Head of Geography
<b>LIAISING WITH:</b>	Principal, Vice Principals, Assistant Principals, Heads of Department, relevant staff, and parents.  Staff from external organisations as required.
<b>MAIN TASKS &amp; RESPONSIBILITIES</b>	<b>Operational / Strategic Planning:</b> <ul style="list-style-type: none"><li>• To be the Deputy Head of Geography</li><li>• To assist the Head of Department in developing and enhancing the teaching practice of other teachers, ECTs and student teachers in the subject area</li><li>• To be accountable for student progress and achievement within a designated Key Stage</li><li>• To lead on monitoring and analysing student tracking data across a designated Key Stage and on subsequent personally tailored intervention plans for students</li><li>• To attend relevant VENN meetings; monitor and analyse key groups, highlighting any underperformance and putting into place necessary strategies</li><li>• To assist the Head of Department in developing and enhancing the teaching practice of other teachers in Geography</li><li>• In conjunction with the Head of Department, to be accountable for leading, managing and developing curriculum plans, resources and assessments</li><li>• To proactively research best practice in Geography teaching and to ensure this is fed back to the department at least termly</li><li>• To collaborate with the department to ensure appropriate intervention is provided for any underachieving students/groups of students</li></ul>

- To support the Head of Department with writing and implanting the DIP as necessary
- To support the planning and delivery of a varied and ambitious programme of extra-curricular activities linked to Geography

**Curriculum Provision and Development:**

- To take responsibility for the development of resources, schemes of work, marking policies, assessment, and teaching and learning strategies in a specific Key Stage, in line with the school and Department Improvement Plans.
- To keep up-to-date with national developments linked to Geography teaching practice and methodology

**Staff Development and Recruitment / Deployment of Staff:**

- As the Deputy Head of Geography, to assist the HOD with the day-to-day management of staff within the subject area and to act as a positive role model
- To work with the Head of Department to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To assist in undertaking Appraisal Review(s) and to act as reviewer for a group of staff within the subject area
- To help the Head of Geography make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area and liaising with the cover supervisor/ relevant staff to secure appropriate cover for Geography
- 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 participate in the school's ITT programme

**Quality Assurance:**

- To ensure the effective operation of quality control systems, including leading on maintaining high standards through regular, systematic work scrutiny
- To implement school quality assurance procedures and to ensure adherence to those within Geography
- To seek/ implement modification and improvement where required

**Communications:**

- As the Deputy Head of Geography, ensure that all members of the subject area are familiar with its aims and objectives
- To ensure effective communication/ consultation as appropriate with the parents of students

	<ul style="list-style-type: none"> <li>• To liaise with partner school and other relevant external bodies</li> <li>• To represent the subject area's views and interests</li> </ul> <p><b>Marketing and Liaison:</b></p> <ul style="list-style-type: none"> <li>• As the Deputy Head of Geography, you will contribute to the school liaison and marketing activities</li> <li>• To lead development of effective subject links with partner schools and the community to attend liaison events in partner schools as required and to effectively promote the subjects at Open Evenings and other events</li> <li>• To actively promote the development of effective subject links with external agencies</li> </ul> <p><b>Management of Resources:</b></p> <ul style="list-style-type: none"> <li>• The Second in Charge of Geography will work with the Head of Geography to ensure that the subject area's teaching commitments are effectively and efficiently time-tabled and roomed</li> <li>• To help the HOD complete a Business Plan and actively monitor spending throughout the year</li> </ul> <p><b>Pastoral System:</b></p> <ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students</li> <li>• To monitor students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary</li> <li>• To contribute to and implement the school policy on rewards and support, taking responsibility for student behaviour</li> <li>• To ensure the Behaviour Management system is implemented in the subject area so that effective learning can take place</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> </ul>
<p><b>Teaching:</b></p>	<p>To demonstrate outstanding learning and teaching in own practice and be willing to share ideas and resources with all other staff</p> <p>To be regularly observed by other staff in the department to facilitate the spread of best practice</p>

	To regularly observe other teaching staff in the department to suggest areas of improvement
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To attend all appropriate meetings</li> <li>• To plan and prepare courses and lessons</li> <li>• To contribute to the whole school's planning activities</li> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere</li> <li>• To assess, record and report on the progress, development, and attainment of students and to keep such records as are required</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students</li> <li>• To ensure that ICT, Literacy, Numeracy, and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards</li> <li>• To prepare and update subject materials</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus</li> <li>• To maintain discipline in accordance with the school's procedures and to encourage good practice regarding punctuality, behaviour, standards of work and homework</li> <li>• To undertake assessment of students as requested by external examination bodies, subject area, and school procedures and to mark, grade and give written/verbal and diagnostic feedback as required</li> </ul>

	<p><b>Managing students:</b> directing, enthusing, and motivating students so that effective learning takes place in an orderly learning environment.</p> <p><b>Confidence:</b> show confidence and a willingness to take on challenges</p> <p><b>Team working:</b> work with others in the department to achieve shared goals</p>
<p>Knowledge and Experience:</p>	<ul style="list-style-type: none"> <li>• A degree in a relevant subject</li> <li>• Teaching qualification</li> </ul>
<p><b><u>Other Specific Duties:</u></b></p> <ul style="list-style-type: none"> <li>• To continue personal development as agreed at appraisal reviews</li> <li>• To engage actively in the appraisal review process</li> <li>• To address the appraisal targets set by the line manager each Autumn Term</li> <li>• To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> <li>• To support the school in meeting its legal requirements for worship</li> <li>• To promote actively the school's corporate policies</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To show a record of excellent attendance and punctuality</li> <li>• To adhere to the school's Dress Code</li> <li>• To undertake any other reasonable duty delegated by the Principal</li> </ul>	

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Governors to reflect or anticipate changes in the job which are commensurate with the salary and job title.

