

**JOB ROLE:**                    **Head of Geography**

**PAY BAND:**                    **TLR 2b**

**REPORTS TO:**                **Director of Curriculum Area**

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

To work with the Curriculum Leader to create, maintain and develop the conditions which enable teachers and relevant support staff to ensure effective learning for students within the Department so that all students make expected or better progress over time.

To lead aspects of the delivery of the Personal Development Curriculum as required, and to ensure the promotion of students' physical and emotional wellbeing throughout the school day.

To be a tutor and play an active role in the contribution to their House ethos.

To consistently model Trafalgar's expected standards of Teaching and Learning or better, in all areas of their own practice.

**Accountabilities:**

**1. Leading and Managing Policy.**

- a. Shapes and articulates a vision with clarity, inspiring others to generate commitment to common goals and values for the Curriculum area.
- b. Work with the Curriculum Leader to review, develop and consult on all school aims, policies and objectives
- c. Contribute to School and Departmental self-review, evaluation and development and planning in line with school procedures and drive improvement in line with the school's strategic objectives.
- d. Monitor and maintain an effective policy towards student behaviour, attitude and progress within the Department.
- e. Ensure that the Department has an effective policy with regard to Teaching and Learning and Assessment.
- f. Ensure that the Department has an effective policy with regard to Curriculum which is shared and well understood by all.
- g. Represent or ensure representation of the Department on relevant committees or working parties within and beyond the school.
- h. Ensure the Behaviour Policy is enacted consistently and fairly across the subject area.

**2. Leading and Managing Achievement.**

- a. Analyse the performance of students in detail on a termly basis and implement appropriate actions to tackle identified areas of underachievement within the Curriculum Area.
- b. Monitor and ensure the continued development and implementation of systems for target setting, tracking student progress and teacher/department interventions to tackle identified underachievement.

- c. Monitor the quality of assessment on a regular basis, ensuring compliance with School and Curriculum policy and implementing appropriate actions to ensure the continued drive towards the highest standards of Assessment as an entitlement for every student.
- d. Continually evaluate the effectiveness of departmental Curriculum provision to ensure that it is meeting the needs of all groups of learners.
- e. Ensure the subject provides a range of stimulating and engaging extra-curricular opportunities, including Inter-House Competitions, to foster high levels of enthusiasm and enjoyment of continued learning in the subject area.
- f. Work with Primary Partner Schools and post-16 providers to ensure students' achievement is maximised at Trafalgar and beyond.

### **3. Leading and Managing Teaching and Learning.**

- a. Monitor the quality of Teaching and Learning to ensure that teachers are planning and delivering lessons and curriculum experiences which meet the needs of all students.
- b. Keep up-to-date with developments in their subjects, discussing new material, methods and approaches with colleagues by leading subject specific professional development.
- c. Co-operate with all concerned to promote the welfare of the students.
- d. Develop resourced Schemes of Learning and monitor the impact and effectiveness of them.
- e. Make and monitor judgements about student attainment, progress and personal development. Ensure consistency of judgements through meetings, moderation and standardisation.
- f. Ensure the provision of a range of extra-curricular activities to promote student engagement and motivation and to foster their curiosity and enthusiasm for learning about the subject.
- g. Build community relationships, working with other interested parties, based on a mutual and collective responsibility to create a high quality learning environment for all.
- h. Work in conjunction with the Student Services Manager to ensure the efficient, cost effective management of all internal and external subject examinations.
- i. Ensure the effective deployment of Support Staff to maximise the impact of their interventions with students within the Subject area.
- j. Ensure the effective administration and record keeping within the department.
- k. Ensure the Curriculum Offer is published on the website and kept up to date.
- l. Establish Student Ambassadors for the subject area and use their feedback to further develop teaching and learning in the subject.
- m. Maintain regular communication with parents as appropriate for individual or group matters.

### **4. Leading and Managing People.**

- a. Lead the team effectively through all changes, maintaining a balance between Strategic and Operational activities.
- b. Work with the Curriculum Leader to lead and manage staff to achieve sustainable improvement by:
  - Implementing Appraisal for teachers within their team.
  - Creating the conditions for the team to hold themselves accountable to review their own individual practice through credible and challenging feedback, supportive performance management, meetings and peer collaboration and observation.
  - Monitor the performance of Support Staff working within their Department.
  - Encourage and support teachers to improve their practice in line with School Improvement Plan objectives.
- c. Be accountable for staff performance, implementing strategies to support development and maintain high standards.
- d. Provide a programme of induction and support for newly qualified teachers in liaison with the Assistant Headteacher: Teaching and Learning.
- e. Be responsible for student teachers within the department, providing a programme of support in liaison with the Assistant Headteacher: Teaching and Learning.
- f. Play a full role in the recruitment and retention of staff in the department.

- g. Play a full role in ensuring meetings with their Line Manager are productive, developmental and effective in raising standards.
- h. Reporting to the Senior Leadership and Curriculum Leader on all aspects of the Department as required.

**5. Leading and Managing Resources.**

- a. Ensure a stimulating working environment for effective learning across the whole Department, ensuring the regular update of classroom and corridor display.
- b. To ensure and be accountable for the efficient management of the departmental budget and resources.
- c. Ensure that all staff working with the Department are informed of any specific Health and Safety matters pertinent to the subject and that appropriate Risk Assessments are carried out.

**6. Additional Duties.**

- a. To participate fully in the delivery of the Personal Development Curriculum, leading events as required.
- b. To take responsibility for your own wellbeing.
- c. To undertake breaktime duty supervision on 4 occasions each week, at the direction of the Headteacher taking Duty Leader responsibilities as required.
- d. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

signed: \_\_\_\_\_ date: \_\_\_\_\_

signed: \_\_\_\_\_ date: \_\_\_\_\_