

# ST BERNARD'S HIGH SCHOOL



## Job Description

<b>Title of post:</b>	<b>Head of Department - Geography</b>
<b>Purpose:</b>	<p>To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Geography, in accordance with the aims of the school and the curricular policies determined by the governing body and the Head Teacher.</p> <p>To act as a curriculum lead and be responsible for leading, managing and developing Geography.</p> <p>To develop, enhance the teaching practice of others.</p> <p>To monitor and support the overall progress and developments of students in Geography.</p>
<b>Responsible to:</b>	Link member of Senior Leadership Team
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaison with:</b>	Head Teacher, Deputy Head, Assistant Head Teachers, any relevant non teaching support staff, LEA representatives, external agencies and parents.
<b>Working time:</b>	As per the School Teachers' Pay and Conditions guidance
<b>Teaching and Learning Responsibility Point Salary:</b>	TLR2(b)
<b>Disclosure level:</b>	Enhanced

Main Duties:	
To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Geography.	To ensure the provision and delivery of an appropriate, comprehensive, high quality and cost effective Geography curriculum programme. To keep up to date with national developments in the subject including teaching practice and methodology. To ensure effective communication with partner schools, and relevant external agencies. To contribute to the effective promotion of the subject.
To act as a curriculum lead and be responsible for leading, managing and developing Geography.	To identify relevant subject improvement issues and agree appropriate improvement targets. To provide the Leadership team with relevant subject, or student performance information. To assist in the production of reports on examination performance, including the use of value added data. To monitor planning, curriculum coverage and learning outcomes.
Leading, developing, enhancing the teaching practice of others.	To maintain personal expertise and share this with other teachers. To act as a role model of good classroom practice for other classroom teachers, modeling effective strategies with them. To monitor and evaluate standards of teaching, identifying areas for improvement. To plan and implement strategies to improve teaching where needed. To induct, monitor and support new staff. To carry out performance management reviews with identified teachers. To coordinate CPD needs and opportunities. To ensure the effective, efficient deployment of classroom support.
To monitor and support the overall progress and developments of students in Geography	To identify appropriate attainment and/or achievement targets. To ensure that relevant attainment and achievement targets are met. To monitor student standards and achievement against annual targets. To monitor standards of students' behaviour, attendance and application. To lead evaluation strategies to contribute to overall subject and school self evaluation. To plan and implement strategies where improvement needs are identified.
To have line management responsibility for a significant number of people.	To ensure that performance management arrangements are effectively charged by other team leaders in the department. To monitor and evaluate the contribution and impact of other staff to subject improvement across the department.

	To plan the development of staff expertise to achieve subject and school improvement objectives.
Pastoral Care:	To act as a form tutor/attached tutor. To contribute to PSHE, Citizenship and Enterprise learning according to school policy.
Teaching:	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other specific duties:	To support the school in meeting its legal requirements for worship. To promote the school's corporate policies. To continue personal development as agreed. To actively engage in the review and development process. To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.

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 senior staff 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 endeavour 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, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:..... Head of Geography

Signed:..... Head Teacher