



Head of Geography Job Description & Person Specification

Job Description for Head of Geography

Grade: Emmaus Catholic MAC Teacher Pay Scales
MPS – UPR + TLR1b

Line Manager: Senior Leadership Team

Duty Hours: Full Time / Term Time

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Under the direction of the Principal and Senior Leadership Team the successful candidate will be expected to:

- Contribute to and improve the teaching and learning throughout Geography curriculum area, aiming for the highest achievable standards in all lessons.
- Promote positive learning environment across the whole department.
- To continue to develop an engaging and inspiring curriculum in Geography which is supported by a inclusive programme of extracurricular and enrichment activities.
- Develop schemes of work and support the planning and assessment throughout the subject to ensure the highest standards of teaching, learning and progress.
- Lead on the delivery of the curriculum and the assessment of student progress to ensure that teachers and students are working towards the highest levels of achievement.
- Work positively with the Department and collectively develop and improve all aspects of teaching and learning.
- To performance manage robustly all leaders, teachers and support staff in the Geography Department so that ambitious targets are met.
- Teach classes across the age and ability range.

This role requires an outstanding and confident classroom practitioner of Geography who is able to demonstrate the very highest standards of teaching.

Job Purpose:

- To contribute to the delivery of the teaching and learning in Geography, together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To lead on the development of Geography across all key stages ensuring that the curriculum is well sequenced, that timely assessments are planned, outcomes and progress are monitored, and intervention mapped.
- To inspire and enthuse members of the team, with a clear vision for the future direction of the Geography Department.
- To undertake regular audits and quality assurance checks within Geography to ensure that the highest standards are being achieved in all aspects of the department's work.
- To develop your teaching and learning of Geography through personal development and training.
- To assess student progress and take appropriate action when such progress identified is below expected targets.
- To keep up to date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To deliver challenging, purposeful, enjoyable and appropriately differentiated lessons in the subject.
- To actively uphold and promote the Catholic Life of the school.
- To promote and lead on the delivery of all extra-curricular activities in Geography.

- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues to achieve this.
- To ensure that the specific needs and requirements of all students are met.
- To review, evaluate and improve the design and delivery of the Geography curriculum on an ongoing basis.
- To liaise with Geography leads from the Emmaus Multi Academy Trust.
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.
- To be responsible for the completion of the Geography Development Plan so that the Department is appropriately and effectively resourced.
- To ensure that physical resources to include software to deliver the curriculum are acquired and are maintained effectively.
- To facilitate an annual audit of the resources.
- To oversee the department's curriculum budget.

This role should be undertaken in accordance with national and local guidance in relation to the role.

Key Responsibilities and Expectations

- Take on the role of a Form tutor and deliver our Character and Culture Programme.
- Contribute to the overall ethos and aims of the school.
- Support the Catholic ethos of the school and promote the Catholic values and virtues.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.
- To maintain the confidentiality of all the school's records relating to students, in line with the latest GDPR requirements and the Freedom of Information Act.
- To uphold and comply with the safeguarding policies within the school.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/ status and will be subject to discussion, in accordance with the guidance note on contractual changes.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Teaching and Learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential.

- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the school, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the phase and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are used, reviewed, and modified to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice.
- Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the school.
- Ensure the phase is effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Ensure that individual pupil progress is regularly assessed and recorded and used to inform teaching.
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Actively promote enthusiasm for the subject outside the timetable.
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

Other Duties

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Head of Geography – Person Specification

	Essential	Desirable	Evidenced
Education and Training			
DfE recognised Qualified Teacher Status	x		App, Int
Degree or equivalent qualification	x		App, Int
Evidence of Professional Development relevant to the role	x		App, Int
Knowledge and Experience			
Knowledge of current educational theory and pedagogy	x		App, Int
Understanding and/or experience of current developments in the secondary curriculum	x		App, Int
Understanding of current approaches to assessment, recording and reporting procedures at various levels	x		App, Int
Ability to create innovative resources and new learning opportunities.	x		App, Int
Experience of developing a range of teaching and learning materials to engage and inspire progress	x		App, Int
Proven success of effective teaching and learning in within a secondary school		x	App, Int
Proven track record raising standards for students of all abilities		x	App, Int
Ability to evaluate and improve the teaching practice of self and others		x	App, Int
Professional Skills			
Ability to liaise with other teaching staff and work in co-operation with colleagues	x		App, Int, Ref
Ability to motivate students using a variety of teaching methods and the setting of appropriate goals and monitoring of progress	x		App, Int, Ref
Ability to successfully encourage students to the highest standards of individual achievement	x		App, Int
Ability to assess, monitor and report on students' progress	x		App, Int
Ability to adopt flexible teaching and learning strategies	x		App, Int
Ability to use a range of classroom management techniques to inspire learning and engagement	x		App, Int, Ref
Ability to communicate effectively, orally and in writing	x		App, Int
Personal Qualities and Attributes			
Ability to relate well with children and adults	x		App, Int, Ref
Ability to work as a member of a team	x		App, Int, Ref
Interpersonal skills	x		App, Int, Ref
Ability to demonstrate empathy and understanding with all students regardless of need	x		App, Int, Ref
Safeguarding			
To comply with the Schools commitment to the protection and safeguarding of children	x		App, Int, Ref
To demonstrate understanding of current safeguarding concerns and practices	x		App, Int, Ref

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

