

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Head of Geography	Location	Ellis Guilford School
Salary	MPS/UPS depending on experience, plus TLR2b £6,260. A higher TLR may be available for candidates able to take on additional whole school responsibilities	Hours	32.5 per week
Department	Teaching Staff	Reports To	Director of Culture

JOB PURPOSE:
<ul style="list-style-type: none"> To be responsible for leading the development of curriculum, teaching and learning and assessment in Geography and Travel and Tourism at Key Stages 3 and 4 to enable all pupils to make excellent progress. To line manage subject teachers ensuring robust Appraisal Reviews take place in line with the appraisal policy. To become an integral part of our middle leadership team. To ensure that the teaching of the faculty subjects throughout the school is of high quality and that outcomes are at least in line with those expected nationally.

KEY RESPONSIBILITIES AND DUTIES:
<p>LEADING CURRICULUM DEVELOPMENT:</p> <ul style="list-style-type: none"> Develop the curriculum to provide a high-quality Geography education that builds knowledge, skills and promotes excitement and curiosity about Geography. Keep up to date with national developments in the subject areas and with teaching practice and methodology. Facilitate regular informal and formal assessment of pupil progress within the subject, including tests and internal examinations. Contribute to the development and delivery of the Creativity, Innovation and Design focus of the school. Ensure that all pupils are taught in appropriate teaching groups based on prior attainment data where appropriate. Lead on a whole school project to develop own leadership attributes. Support the smooth running of the school community, with vigilance at social times and in-between lessons, ensuring the positive culture of the school remains. Collaborate with the wider quality of education team to drive school outcomes <p>RAISING STANDARDS:</p> <ul style="list-style-type: none"> Be accountable for the progress of all pupils within the subject, providing support and challenge to teaching staff in respect of progress. Ensure that all 'working at' grades are accurate and credible by using assessments that have external marking criteria. Analyse and evaluate progress data and take swift and appropriate action in response to underachievement. Attend and prepare for meetings with the SLT Progress Lead and lead on specific intervention strategies. Produce an annual examination analysis for the subject.

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- Work with the Director of Faculty to lead ongoing programmes of CPD in Geography and provide support for staff to improve pedagogy and pupils' outcomes.

STAFFING:

- Support the Director of Faculty in setting work during periods of staff absence and monitor the quality of teaching where this absence in long term.
- Be responsible for the day-to-day management of staff within the subject area acting as an appraiser and a positive role model.
- Undertake Appraisal Review(s) and to act as line manager for staff within the subject.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Ensure effective communication as appropriate with the parents of pupils.
- To support the management of new staff probation, and departmental absence (sickness and other) through the appropriate policies.

DEVELOPING TEACHING AND LEARNING:

- Promote regular debate and discussion about the quality of teaching and learning and expectations for pupils' achievements, encouraging the sharing and dissemination of good practice within the subject.
- Ensure effective development of the use of new technologies in teaching and learning.
- Ensure the behaviour management procedures are implemented in the subject area so that effective learning can take place.
- Ensure that Schemes of Work are in place for every course that is taught and to ensure that they: focus on teaching objectives; describe achievement at different levels; promote a range appropriate teaching and learning approaches.
- Lead on the writing and quality assurance of KS3 and KS4 Knowledge Organisers.
- Ensure that regular and planned assessment opportunities are built into the scheme of work and that they support improved learning and progress.
- Secure the full understanding and use of the Scheme of Work by all teachers in the subject.

QUALITY ASSURANCE:

- Enable, promote and encourage the sharing of good practice within the subject.
- Demonstrate excellence in classroom practice.
- Support the implementation of the Improvement Plans of the School, Faculty and Subject.
- Contribute to the school procedures for lesson observation and internal inspection process.
- Challenge ineffective teaching and provide support to staff who do not meet the academy expectations, so that their practice improves.
- Adhere to the school's marking policy, providing support and challenge for staff who do not meet school expectations.
- Provide the Exams Officer with relevant, accurate information concerning the entry of pupils for public examinations.
- Assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.
- Analyse pupil data from internal and external assessments at KS3 and implement intervention strategies as required to ensure that all pupils make good progress.

SCHOOL ETHOS AND COMMUNITY:

- Collaborate with all stakeholders to ensure that they understand the aims of the school, its policies and procedures and future direction.

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- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and children to follow this example
- Foster a culture where children respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.
- To monitor and support the overall progress and development of children as a teacher and form tutor.

OTHER DUTIES:

- To deputise for the director of faculty where required
- To be a key contributor to drive continuous school improvement
- To promote actively the school's corporate policies including the school's health and safety policy and undertake risk assessments as appropriate.
- To continue personal development as agreed.
- To take an equitable part in the cover and duties system of the school according to policy and regulations.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. (The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time).

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status or equivalent • Degree in relevant subject area • Evidence of commitment to own professional development 	<ul style="list-style-type: none"> • Recent relevant CPD • Evidence of independent research/reading on education and/or learning • Middle Leader Qualification
EXPERIENCE	<ul style="list-style-type: none"> • Recent successful teaching at KS3 and KS4 • Proven success in improving pupil outcomes. • Evidence of strategic development of the subject • Evidence of implementing accountability procedures 	<ul style="list-style-type: none"> • Experience in delivering Travel And Tourism curriculum • Experience as a form tutor. • Experience of literacy development within the relevant subject • Evidence of successful line management • Evidence of successful experience of wider stakeholders such as Ofsted, Governors
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • An up-to-date knowledge of the national curriculum in the relevant subject 	

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	<ul style="list-style-type: none"> • Ability to create innovative resources and learning opportunities to engage learners. • Ability to use progress data to inform teaching and learning. • Knowledge of how to use Assessment for Learning to engage pupils in their learning. • Can demonstrate high disciplinary standards and the ability to manage challenging behaviour in a firm and consistent manner. • Knowledge of current education legislation, Ofsted framework and best practice • Awareness of GDPR 	
<p>SKILLS AND PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Good standard of numeracy & literacy skills • Good ICT skills to support teaching and learning. • High professional and personal standards in both work and conduct • Ability to build and form good relationships with colleagues, pupils, parents/carers and external agencies. • Ability to work constructively as part of a team. • A commitment to a positive ethos • Love of learning and care for pupils • Capacity to meet deadlines. • A team player • A sense of humour and proportion • The ability to maintain confidentiality. 	<ul style="list-style-type: none"> • A commitment to restorative practice
<p>CREATIVE EDUCATION TRUST VALUES</p>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high languages. 	

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	<ul style="list-style-type: none"> • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every child and a proven track record of making a difference to the learning and experiences of children inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.