

Role Profile: Head of Geography

North Bridge House Senior Canonbury

Purpose

The Head of Geography should display a genuine commitment to the academic, personal, and social development of our children. The post holder will require the ability to relate well to, and communicate effectively with, parents, staff and pupils. Heads of Subject are expected to contribute in general to the high academic standards and disciplinary ethos of the school and to follow its policies. They should seek to make a real contribution to their academic department and are responsible for ensuring all pupils make excellent progress across the 11-18 age range.

Key Accountabilities

School Values and Ethos

- Actively promote our vision through enthusiastic participation in all areas of school life
- Always set high expectations, which inspire, motivate, and support colleagues.
- Ensure that you comply with any rules, policies and procedures implemented by the school.

Leadership and Management

- To line manage all staff in the department
- To work with the Head of Humanities to further establish clear guidelines for how the department should be run, especially with regard to marking and assessment policies.
- To meet regularly with members of your department
- To invite contributions from other member of the department by scrutinising children's work and observing lessons, thus playing a significant role in the professional development of colleagues
- To supervise the production of appropriate exams or other means of assessment
- To produce a Subject Review of the current academic year, prepare and implement an annual department plan that will contribute to the overall School Development Plan
- To lead by example by being an outstanding classroom practitioner
- To follow and implement school policies and procedures in and out of the classroom.
- To establish and manage good relationships with parents.
- To ensure that all aspects of Health and Safety are fully understood, and all procedures followed, completing appropriate Risk Assessments where necessary.

Curriculum

- To teach a broad, balanced, and relevant curriculum and contribute to the preparation and writing of Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- To facilitate and encourage high quality learning which provides children with the opportunity to achieve their full potential.

- To deliver well-planned, engaging, and creative lessons, ensuring that the needs of all children are met.
- To differentiate appropriately, using approaches that enable every child to access learning and make excellent progress.

School and Subject Promotion

- Raise the profile of the subject within the school using displays, the newsletter and Cognita Connect, trips, assemblies, and any other means possible.
- Provide information for newsletters, parents' evenings, reports, parent presentations and any other curriculum information requested by the Head of Faculty.
- Seek creative ways to promote the activities of the department.
- To attend specific marketing events such as Open Days.

Professional standards

- To attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings.
- To attend professional development and staff training opportunities.
- To recognise the importance of being an exemplary role model to all children within the school.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

In addition to the above, the post holder will carry out other professional duties as reasonably required by the headteacher.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A good undergraduate degree in Geography 	<ul style="list-style-type: none"> Post-graduate qualification(s) QTS
Skills	<ul style="list-style-type: none"> Secure knowledge of effective teaching and learning pedagogy. Able to prioritise and work flexibility to tight deadlines Able to use data to improve teaching and learning Effective at managing student behaviour Excellent communication skills Excellent interpersonal skills Genuine commitment to putting students first Professional appearance and manner Willingness to be involved in the wider life of the school IT skills, such as MS Office 	<ul style="list-style-type: none"> Energy and self-motivation Sense of accountability Team-player Committed Ability to use ICT to enhance learning
Experience	<ul style="list-style-type: none"> Experience of working with young people Experience of teaching across Key Stages 3 through 5 Suitable for experienced colleague 	<ul style="list-style-type: none"> Involvement with curriculum design Experience of exam board marking Experience as a subject coordinator or middle leader.
Other	<ul style="list-style-type: none"> Willingness to learn Willingness to promote the key skills and knowledge described in the National Teaching Standards 	

Key Stakeholders:

Internal:

- Line managed by the Head of Faculty (Humanities)
- Work closely with other Humanities teaching staff
- Wider teaching and non-teaching staff body
- Wider school community, including students, parents, and other stakeholders

External:

- The broader Cognita family of schools and colleagues

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: