All Hallows Catholic High School

Job Description

Head of Geography Department

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| **SCHOOL LEADERSHIP** |
| 1. To contribute to the well-being of pupils and staff within our caring, Christian community. 2. To take a lead role in the promotion of the Catholic ethos and mission of the school. 3. To raise standards of student progress and attainment within the curriculum area and to monitor and support student progress. 4. To support, hold accountable, develop and lead a team of subject specialists focusing on the specific curriculum area of Geography. 5. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the policies determined by the Governing Board and Headteacher. 6. To ensure high standards of teaching and learning take place within the curriculum area. 7. To provide regular feedback for colleagues which recognises good practice and supports their progress against Appraisal objectives leading to a real impact on pupil progress. 8. To undertake the responsibilities of Team Leader for Appraisal. |
| CURRICULUM AND TEACHING AND LEARNING |
| 1. To ensure a robust system is in place for all aspects of teaching, learning and assessment within the department including Schemes of Work, marking and feedback, planning, homework, and assessment practices. 2. To plan Schemes of Work designed to achieve the agreed curriculum aims and objectives. 3. To ensure that the work is planned, so that there is progression and continuity in learning and that the work meets the needs of the pupils. 4. To establish a system of monitoring the quality of teaching, learning and assessment to ensure there is progression and continuity throughout the department and that teaching is challenging, appropriate and meets the needs of our pupils. 5. To lead the department in establishing effective remote learning strategies and oversee the development of online e-learning platforms across all Key Stages. 6. To keep up to date with current developments in the subject and DfE requirements in relation to teaching and learning strategies and pedagogy. 7. To line manage and provide advice, support and guidance to all department staff. |
| **STAFFING** |
| To manage the department on a day-to-day basis including effective deployment of staff and resources.To undertake annual Appraisal Reviews of colleagues in the department.To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate CPD opportunities are designed to meet such needs.To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate cover within the department.To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.  1. To lead NQTs and ITTs and ensure beginning teachers are given ongoing effective professional guidance and support.  To implement school policies e.g. Equal Opportunities, Health and Safety, Safeguarding. |
| ASSESSMENT AND DATA |
| 1. To work collaboratively with Assistant Headteacher for Assessment, and departmental colleagues on the setting of appropriate targets. 2. To ensure that the department’s assessment schemes are appropriate and consistent with the school’s policy. 3. To ensure that the agreed schemes of assessment are implemented and that work is marked regularly and that the information gathered is used to inform future planning. 4. To oversee arrangements for internal assessments and the input of data in Data Collection weeks. Review the quality of departmental data submitted. 5. To evaluate examination results and analysing data so that appropriate objectives are set for staff and pupils to ensure effective teaching and learning. 6. To meet with line manager to discuss findings from most recent data collection. 7. To provide the SLT and Governing Board with relevant information relating to the department’s   performance and development. |
| PUPILS |
| 1. To advise Assistant Headteacher (Assessment) and the Deputy Headteacher on the allocation of pupils to teaching groups and the distribution of these groups among staff. 2. To have overall responsibility for the conduct and behaviour of pupils within the curriculum area and assisting staff as necessary when problems arise. 3. To advise pupils on their progress and encouraging them to develop their potential to the full and to ensure that they are meeting learning demands. 4. To ensure that the curriculum area follows the school’s Equal Opportunities and Race Relations guidelines. |
| **RESOURCES** |
| 1. To advise the Senior Leadership Team on the resource needs of the curriculum area. 2. To manage the curriculum area’s allowance effectively to ensure that resources are used to meet the curricular aims. 3. To have oversight of usage, storage and security of the curriculum areas. 4. To ensure that rooms are organised appropriately to facilitate the delivery of the agreed curriculum and to create an ordered learning environment, which allows curriculum goals to be achieved. 5. To ensure high standards of display of pupils’ work and of learning resources. 6. To ensure that stock, furniture and equipment are maintained in good order. 7. To ensure that Health and Safety policies and practices throughout the department are in line with school policy. To liaise where necessary with the Assistant Headteacher with responsibility for Health and Safety. |
| **COMMUNICATION** |
| 1. To ensure that all members of the department are familiar with its aims and objectives. 2. To liaise with partner schools, higher education, examination boards, awarding bodies and other relevant external bodies. 3. To represent the department’s views and interests at Heads of Department meetings. 4. To oversee the development of links with the feeder primary schools where appropriate to ensure a smooth transition from KS2 to KS3. 5. To develop progression links with the VI Form College and Colleges of FE. 6. To attend Archdiocesan network meetings for their subject. 7. To liaise with appropriate advisers for the development of the curriculum and teaching and learning strategies. |
| **EVALUATION** |
| 1. To draw up the curriculum area’s Development Plan in the light of the   School Improvement Plan. 2. To work with colleagues to formulate aims, objectives and strategic plans for the department via the Departmental Development Plan. 3. To evaluate regularly the progress of the Department Development Plans. 4. To monitor the quality of teaching and learning in the department and to contribute to school procedures for lesson observations. 5. To monitor and evaluate the department in line with agreed school procedures. 6. To monitor the progress of Appraisal objectives and to source appropriate CPD opportunities where needed. |