**Job Description**

**Head of Department - Geography**

**Primary Purpose:**

To ensure that learning in Geography, is always effective in securing strong student learning and excellent outcomes.

To always practise and teach the academy’s core values: Work Hard. Be Kind. No Excuses.

**Responsible to:**

Headteacher via Senior Leader, Line Manager.

**Personal Qualities**

* Behaves consistently with the Academy and Trust’s values in their interactions with internal and external stakeholders.
* Treats people with respect and in a fair and consistent way.
* Recognises when colleagues are under pressure and volunteers to assist them where possible.
* Works within teams and across boundaries to share knowledge and achieve results.
* Identifies and builds relationships required to achieve the best outcomes for the team.
* Generously shares their time, knowledge, expertise and talent to support others’ success.
* Creates opportunities to enhance the experience of the customers through their daily tasks.
* Maintains focus and drive to achieve quality outcomes.
* Focuses their time and efforts on issues that will have the greatest impact on agreed objectives.
* Anticipates responses and plans their approach accordingly**.**

**Responsibilities:**

**Leadership:**

* To empower, support, guide and challenge staff who work within department.
* To plan, lead and deliver subject specific CPD to Geography staff.
* To drop into Geography lessons regularly and provide helpful feedback to staff and students.
* To plan, lead and facilitate departmental meetings.
* To use data effectively to plan, monitor and review additional support for those students whose learning is not yet sufficient.
* To monitor the learning of all students with a particularly keen focus on students who have SEND and those who attract pupil premium funding.
* To carefully plan, budget and resource the department effectively.
* To role model strong professional practices in line with academy’s Code of Conduct and Teaching Standards.

**Curriculum:**

* To communicate to department staff a clear and bespoke vision that outlines the approach to learning in Geography.
* To ensure that there is a strong, well sequenced and structured curriculum that is well communicated to teachers of geography.
* To ensure that teaching staff who teach geography clearly understand the knowledge that students must acquire and the stage they should acquire it.
* To ensure that teachers who teach geography understand the best pedagogical approaches to securing domain specific knowledge.
* To ensure that knowledge organisers are collaboratively reviewed and refined regularly so that they enable teachers to have absolute clarity regarding teaching sequences.

**Teaching:**

* Set high expectations which inspire, motivate and challenge pupils.
* Promote good progress and outcomes by pupils.
* Demonstrate good subject and curriculum knowledge.
* Plan and teach well-structured lessons.
* Adapt teaching to respond to the strengths and needs of all pupils.
* Make accurate and productive use of assessment.
* Manage the classroom culture effectively to ensure a strong learning environment.
* Make a positive contribution to the wider life and ethos of the school by:
  + developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
  + deploying support staff effectively
  + taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
  + communicate effectively with parents with regard to pupils’ achievements and well-being.

**General:**

* Represent Miltoncross Academy in a professional and positive manner.
* Undertake break time duties as appropriate.
* Act as a tutor.
* Support colleagues.

To undertake any other reasonable duties deemed necessary by the Headteacher to ensure the smooth running of the academy.