



## HEAD OF GEOGRAPHY (MATERNITY COVER)

### The Vacancy

We seek a Head of Geography (maternity cover) with a genuine interest in leading our committed Geography team. As well as a skilled leader, we are looking for an excellent classroom practitioner to inspire our highly motivated students by teaching with expertise and enthusiasm. The successful applicant will almost certainly act as a form tutor.

### How to apply for the role

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: [hr@ahs.bucks.sch.uk](mailto:hr@ahs.bucks.sch.uk) or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

### SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

*If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.*

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.*

## JOB DESCRIPTION: HEAD OF GEOGRAPHY

<b>JOB TITLE:</b>	Head of Geography (TLR 2b)
<b>LINE MANAGED BY:</b>	Leadership Team member with responsibility for Geography
<b>DATE:</b>	September 2023

### JOB PURPOSE

To provide professional leadership and management of a team of teachers to secure high quality teaching and learning.

### DIMENSIONS

#### Students:

The size of the job is assessed for TLR purposes by the number of student periods per fortnight.

#### Staff:

Teachers within the department and any support staff exclusively attached to the department

#### Financial:

Subject capitation, CPD budget and other budgets as applicable

### PERFORMANCE STANDARDS

The work of the Head of Department will be judged against the School and Team Improvement Plan, progress towards targets set and value added analysis of results in the subject.

### PERSON SPECIFICATION

#### Qualifications

- Good honours degree preferred
- Qualified Teacher Status

#### Experience

- Strong classroom teacher
- Familiar with monitoring and evaluation of teaching and learning
- Strong commitment to co-curricular and cross-curricular activities

#### Professional

- Good subject knowledge, ability to teach to A Level
- Plan and teach well-structured lessons
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate excellent and up-to-date subject and curriculum knowledge
- Keen to be involved in curriculum development
- Adapt teaching to respond to the strengths and needs of all pupils (including SEND, EAL, Pupil Premium and Gifted and Talented)
- Make accurate and productive use of assessment
- Provide verbal and written assessments, data, reports and references relating to individual students and groups of students
- Communicate effectively with parents, with regard to pupils' achievements and well-being
- Manage behaviour effectively to ensure a good and safe working and learning environment

- Arrange department meetings, attend whole staff meetings, INSET, parent consultation evenings, open events and information evenings and other school functions as shown in the staff handbook directed time calculations
- Keen to develop own career
- Evidence of systematic professional development
- Strong ICT user, both personally and for subject use in particular Google-Suite
- An understanding of and commitment to the safeguarding requirements associated with such a role
- Willingness to follow school policies
- Sympathetic to the CREATE ethos of Aylesbury High School

#### Personal

- Good relationships with students and adults
- Able to motivate
- Able to work well under pressure
- Good personal organisation and time management
- Good communicator
- Wide outside interests
- Meet the expectations of the DfE Teachers' Standards (Part 2)

### PRINCIPLE ACCOUNTABILITIES

#### Leading Teaching and Learning

**Key Aims:** To ensure that learners make good progress and achieve high standards in the subject. To organise and direct the development and teaching of your subject throughout the school. To ensure high quality provision of teaching, support and guidance in the subject to meet the needs of all learners by exciting, challenging and engaging both students and staff.

- To be a strong classroom practitioner and to have the ability to teach across all Key Stages
- To lead teaching and learning in the subject, in line with the School's SIP. To use available data to monitor students' progress against expectations and put in place effective strategies to secure high standards of achievement in the subject at all key stages.
- To devise and monitor assessment procedures within the department in accordance with school policies.
- To manage the provision of Schemes of Work for all Key Stages taught including Health and Safety implications.
- To monitor the quality of provision and ensure it meets the needs of all learners through regular lesson observations, scrutiny of students' work, evaluation of teachers' planning and annual evaluation of student and parental feedback.
- To prepare students for public examinations in your subject, relevant to the appropriate Key Stages.
- Lead the data analysis of the subject, monitoring exam results and analysis of value-added data in the subject. Reflecting on any external evaluation of the work of the department, e.g. moderators' reports.
- Lead programmes of specific guidance and support to individual students identified as at risk of underachieving, involving teachers and older students as appropriate.
- To highlight to pupils links between the academic subject and the wider world, to actively implement changes to the curriculum to support the retention of the Gatsby Benchmarks (Careers)
- To encourage and, in conjunction with others, arrange appropriate enrichment opportunities
- Lead the promotion of high standards of behaviour in the subject, monitoring the use of whole school systems by subject teachers and providing support for colleagues where necessary.
- To develop the use of ICT within Teaching and Learning.
- An understanding of and commitment to the safeguarding requirements associated with such a role.

**Managing the subject** - To carry out a leadership role within the school and within the department, in particular by demonstrating high standards of professional conduct and competence.

- To interpret and implement agreed school policies, as they apply to the department.
- Manage the demands of the School Curriculum and external examination specifications in the subject.
- Manage the induction of new students and staff into the subject.
- Manage resources to provide best value and to facilitate excellent teaching and learning opportunities in the subject.
- Manage links with other subjects in the Curriculum Area and the rest of the school.
- Manage the provision of work for classes in the subject whose teacher is absent.
- To order equipment, books and materials within the department budget.
- To maintain accurate accounts to be presented annually to the Headteacher.
- To ensure that the Department Handbook is kept up to date.
- To ensure that the subject area of the Website is kept up to date.

#### **Managing Communication and Parental Involvement**

- Manage the provision of information about the subject at Open Events and Information Evenings.
- Manage reporting of the subject, providing guidance to teachers on effective report-writing and monitoring the quality of teachers' contributions.
- Manage any public events involving the subject in liaison with the Events Administrator.
- Manage communications to individual students' parents about the subject, liaising with the appropriate Head of Year and ensuring written records of such contacts are kept using the e-note system.

**Managing Staff** - To give professional guidance and support to all colleagues and to lead the team's self-evaluation, review and improvement cycle. To set targets for improvement on an annual basis and promoting a culture of self-evaluation amongst both students and teachers in the subject

- To manage the teachers in the subject, undertaking appraisal reviews for up to 4 teachers in line with school policy.
- To hold minuted, regular departmental meetings, that include discussion of Teaching and Learning issues. To ensure records of these meetings are kept and distributed to those present and the Line Manager.
- To manage department induction and mentoring of ECTs and student teachers.
- To establish, manage and review the specific responsibilities of staff with TLR allowances.
- To carry out Performance Management within the department.
- To advise the Deputy Headteacher on staffing requirements within the department and to assist with the appointment of new staff to the department.