



# CAMBORNE SCIENCE AND INTERNATIONAL ACADEMY

## JOB DESCRIPTION

<b>Post Title:</b>	<b>HEAD OF GEOGRAPHY</b>
<b>Salary/Grade:</b>	MPS + TLR2B £4,589
<b>Working Time:</b>	Full-time as specified within the STPCD
<b>Reporting to:</b>	Vice Principal
<b>Curriculum Responsibility for:</b>	Under the direction of the Vice Principal you will ensure the provision of a high quality learning experience in Geography for all our students, with particular emphasis on ensuring the very highest standards in teaching and learning for all KS3, KS4 & KS5 courses.
<b>Managerial Responsibility for:</b>	Geography Teaching staff and other specified personnel in the faculty.
<b>Liaising with:</b>	Principal, Senior Leadership Team, Geography department, other Heads of Faculty, Pastoral teams and relevant staff with cross-school responsibilities, relevant support staff, external agencies and parents
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Under the reasonable direction of the Principal, carry out the professional duties of an academy teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)</li> <li>• To support the Academy development plan.</li> <li>• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal of the academy.</li> <li>• To ensure the highest level of educational experience and opportunities for those students studying Geography in that all students are inspired and challenged to achieve their potential and beyond.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.</li> <li>• To take on board significant delegated responsibilities as agreed with the Vice Principal and carry out those responsibilities to the highest standard.</li> <li>• To lead and liaise closely with all Geography Teachers and personnel.</li> </ul>

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To act as a Curriculum Lead and be responsible for the delivery of Geography.</li> <li>• To monitor, analyse and evaluate the quality of teaching and learning within Geography, ensuring that it strives to be outstanding in all respects.</li> <li>• To quality assure the schemes of work and their implementation and to carefully monitor student progress and achievement through the use of appropriate data. To set students challenging targets.</li> <li>• To ensure accountability for the progress, achievement and attainment of all students in Geography with specific responsibilities for KS4 &amp; KS5 options course.</li> <li>• To ensure accountability of all staff in the assessment of students and reporting to parents for Geography.</li> </ul>
<b>Teaching:</b>	<p>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</p>
<p>As Head of Geography, under the direction of the Vice Principal you will be required to carry out the following:</p>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.</li> <li>• The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.</li> <li>• To lead in monitoring and following up student progress within the designated curriculum area and to assist with other curriculum areas within the department.</li> <li>• To assist in the implementation of academy Policies and Procedures, for example Equal Opportunities, Health and Safety.</li> <li>• To work with the SLT Link to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of both the faculty and the academy.</li> <li>• To assist in the management of the business planning function of the department and to ensure that the planning activities reflect the needs of the students and the aims and objectives of the academy.</li> <li>• Link with the other post holders in the department to ensure that the work within the curriculum area fully reflects both the faculty's and academy's distinctive ethos and mission.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To ensure the delivery of an appropriate, comprehensive and high quality Geography programme to complement both the department's and the academy's strategic objectives.</li> </ul>

<p><b>Curriculum Development:</b></p>	<ul style="list-style-type: none"> <li>• To lead curriculum development within the designated courses and to support curriculum development within the whole department.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<p><b>Staffing:</b></p>	<ul style="list-style-type: none"> <li>• To lead and line manage members of Geography staff as directed by the Vice Principal.</li> <li>• To work with the Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To continue professional development as agreed</li> <li>• To engage actively in the performance management review process and act as reviewer for a group of staff within the designated department.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To make appropriate arrangements for classes when faculty staff are absent, ensuring appropriate cover is provided liaising with the Cover Manager to secure appropriate cover within the faculty.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.</li> <li>• To be responsible for the day-to-day management of staff within the designated subject and act as a positive role model.</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To lead on the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.</li> <li>• To contribute to the academy procedures for lesson observation.</li> <li>• To implement academy quality procedures and to ensure adherence to those within the department.</li> <li>• To participate in the monitoring and evaluation of the curriculum area in line with agreed academy procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required within the relevant curriculum area.</li> </ul>

<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum areas on the management information system.</li> <li>• To ensure the use of analysis and evaluation of performance data.</li> <li>• To produce reports within the quality assurance cycle.</li> <li>• To ensure the production of reports on examination performance.</li> <li>• To liaise with the Vice Principal in the identification of exam entries within the department.</li> </ul>
<b>Communications &amp; Liaison:</b>	<ul style="list-style-type: none"> <li>• To help ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication, as appropriate, with the parents of students.</li> <li>• To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> </ul>
<b>Communications &amp; Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the planning and delivery of academy liaison activities.</li> <li>• To contribute to the development of effective subject links with partner schools and the community, attending where necessary liaison events in academy and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> <li>• To represent the department's views and interests.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the academy and the students.</li> <li>• To assist the Vice Principal in ensuring that the subject's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the curriculum area.</li> <li>• To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.</li> <li>• To contribute to PSHCE/Citizenship according to the academy policy.</li> <li>• To assist in the implementation of the Behaviour Management system in the department so that effective learning can take place.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To develop extra-curricular programmes and provision for students.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Signatures:**

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: .....  
(Teacher)

Signed: .....  
(Principal)

Dated: .....  
(Teacher)

Dated: .....  
(Principal)