

## **Chingford Academies Trust**

### **Chingford Foundation School**

#### **JOB DESCRIPTION**

<b>Title of Post:</b>	<b>Head of Geography Department</b>
<b>Grade/Pay Range:</b>	MPS/UPS + TLR 2c
<b>Department:</b>	Geography
<b>Reporting to:</b>	Assistant Principal
<b>Responsible for:</b>	All staff within Geography Department

#### **JOB PURPOSE**

To lead and manage all aspects of the Geography Department.  
To provide an effective and efficient teaching service to the department.

#### **MAIN DUTIES / RESPONSIBILITIES**

1. To teach, lead and oversee the teaching of Geography within the school.
2. To ensure that Teachers in the Department are sufficiently resourced and in possession of key documents (including schemes of work, exam papers and AWL descriptors).
3. To undertake Quality Assurance checks of work (including book checks, moderation, questionnaires, learning walks and lesson observations as appropriate).
4. To keep up to date with national developments in the curriculum and in pedagogy, and to lead the development and evaluation of Geography.
5. To line manage Geography teachers, holding them to account and insisting on a high level of performance.
6. To prepare / amend documentation (including Department Evaluation Form, Development Plan, Department Handbook, Options Choice Handbooks).
7. To convene and record actions from Departmental Meetings as required.
8. To ensure that cover work for absent colleagues has been set.
9. To work with other middle leaders in order to share good practice.
10. To develop extra-curricular and cross-curricular activities related to the work of the department

11. To keep informed of whole school policies and to play an active role in implementing them.
12. To carry out the duties of Form Tutor (as directed) as outlined in the role description.
13. To attend pastoral meetings and play an active role in developing and implementing year-team policy.
14. To attend appropriate parents' evenings.
15. To carry out a share of supervisory duties in accordance with published schedules.
16. To participate in appraisal and development procedures.
17. Other reasonable duties as directed by Leadership Group members

All members of the Geography Department have a duty to support each other to ensure the best quality of education for CFS students.

### **General**

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

## Other requirements

To have an up-to date Enhanced DBS Disclosure.

## Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Postholder Name (PRINT): .....

Signature ..... Date .....

**CHINGFORD ACADEMIES TRUST**

**CHINGFORD FOUNDATION SCHOOL**

**PERSON SPECIFICATION  
HEAD OF GEOGRAPHY DEPARTMENT**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (I/T/A/R)*</b>
<b>Qualifications</b>			
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Evidence of recent and relevant professional development		✓	A/I
<b>Experience</b>			
Successful Geography teaching at a secondary school	✓		A/I/R
Successful participation in Field Trips / Field Work	✓		A/I/R
<b>Skills, Knowledge and Understanding</b>			
Capacity to teach Geography A-Level effectively	✓		A/I/R
Capacity to teach Geography GCSE effectively	✓		A/I/R
Passion & enthusiasm for Geography	✓		A/I/R
Understanding of Health & Safety implications of Field Trips	✓		A/I/R
Ability to communicate effectively at all levels.	✓		I/L/R
Good interpersonal skills	✓		I/L/R
Good presentation skills	✓		I/R
Efficient administrator	✓		A/I/R
Ability to use initiative and prioritise work	✓		A/I/R
Ability to work to deadlines	✓		A/I/R
Confident user of ICT	✓		A/R
Capacity to manage others/hold others to account	✓		A/I/R

Understanding of the importance of Quality Assurance measures and of Quality Assurance indicators	✓		A/I/R
Understanding of the implication of Equal Opportunities in Geography education and management	✓		I/R
Willingness to develop whole school Geography activities (including Performances / Shows etc) and lead appropriate extra-curricular activities	✓		A/I
<b>Other Requirements</b>			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		A/I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		L/R
Committed to school ethos and direction	✓		I
Understanding of Safeguarding Procedures	✓		I
High standard of punctuality	✓		I/R
Commitment to raising standards of behaviour through improved teaching and learning skills.	✓		L
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

\*I - Interview R – Reference L - Lesson observation A - Application Form