



NEWCASTLE
UNDER
LYME
SCHOOL

Job Description: Head of Geography

Key responsibilities

- To uphold the vision and aims of the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To uphold the values of the school.
- To raise standards of student achievement within the whole curriculum area (KS3, 4 and 5) and to monitor, support and ensure student progress.
- To develop and enhance the teaching practice of others within the Department to ensure outstanding teaching and learning.
- To be accountable for student progress, attainment and development within the department, including extra-curricular provision.
- To effectively manage and deploy teaching and support staff.
- To effectively manage financial and physical resources within the department.

Specific Duties

The following items are included in the professional duties which a teacher may be required to perform under the reasonable direction of the Deputy Heads, Senior Management and the Headmaster.

1. Departmental leadership

- a. Leading the department's team to ensure courses are stimulating and enjoyed by pupils;
- b. Ensuring academic progress and achievement for all pupils is high across all courses;
- c. Leading the department effectively through change, providing clear direction to manage national curriculum developments and to foster ever higher levels of attainment;
- d. To manage the department's super-curricular and extra-curricular programme and ensure this provides a rich and varied complement to the department's curriculum delivery considering areas such as Academic Societies and other areas of interest. It should be assumed that this includes management and leadership of all departmental trips, including regular departmental day visits and overseas residentials to inspire students and bring this fascinating subject area to life;
- e. To manage all department administration, contribute to Heads of Department Meetings and academic development school wide;
- f. To ensure the department conforms with all routine processes and procedures and meets whole school policy;



- g. To analyse and evaluate department performance to seek constant improvement and raised achievement;
- h. To manage the department's budget and requisitions;
- i. To produce and review the department's development plan and to implement this over time;
- k. To be able to analyse teaching and learning performance and guide the department to ever higher levels of attainment through data analysis and a variety of other means;
- l. To conduct regular effective work scrutiny in line with school policy and practice;
- m. The ability to apply themselves effectively to Oxbridge preparation;
- n. To lead the departments use of ICT and its integration into teaching and learning;
- o. Develop a rich variety of trips and excursions that complement and enhance the delivery of Geography
- p. To implement a curriculum that is diverse and inclusive appropriate to offer the balance expected at NULS.

2. Teaching

Having regard to the curriculum for the school:

- a. Leading in the planning and preparation of stimulating and interesting courses and lessons for pupils and students of Geography;
- b. Ensuring teaching in the Geography Department accounts for students' educational needs. Managing setting and marking of work to ensure these conform with school policy and best practice;
- c. Ensuring the department is effective in its assessment, recording and reporting on pupil progress and attainment;
- d. Organising and leading the department in a stimulating extra-curricular programme;
- e. A keenness to share in the school's ethos which aims to support each student as they seek to fulfil their potential;

3. Other activities

- a. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
- b. Providing guidance and advice to pupils on educational and career matters and on their further education and vocational careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- c. Making records of and reports on the personal and social needs of pupils and ensuring the department conform to best practice and school policy;
- d. Communicating and consulting with parents;
- e. Attending and leading assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions. Heads of Department and teachers are expected to adopt a form teacher role/involvement in the pastoral role as appropriate;
- f. Communicating and co-operating with persons or bodies outside the school as required;
- g. Participating in meetings arranged for any of the purposes described above;



- h. Contributing, wherever appropriate, to the wider life of the school in areas such as the administration and preparation of Entrance Examinations and outreach to other schools;
- j. Attend and contribute to Open Day activities whether these be at a whole school or Sixth Form level both inside and outside of the normal school day and working week;
- h. Oversight of the department's profile and its reputation both internally and externally ensuring a sound uptake at Advanced level.
- i. A willingness to organise and contribute to the school's extracurricular programme both within and beyond that related to the department, such as Societies, Clubs and so forth across all key stages.

4. Assessment and report

Providing or contributing to verbal and written assessments, reports and references relating to individual pupils and groups of pupils.

5. Appraisal

Participating in arrangements made for the appraisal of her/his performance and that of other teachers and manage all aspects of departmental staff appraisal.

6. Further training and development

- a. Reviewing the methods of teaching and programmes of work apparent in the department;
- b. Participating in arrangements for her/his further training and professional development as a teacher.

7. Educational methods

Implementing a highly effective course delivery and working with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

8. Discipline, health and safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

9. Staff meetings

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

10. Cover

Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

11. Public examinations



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Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations. A performance focus is essential to NULS' academic vision and securing high levels of student progress and attainment should be a key goal.

12. Management

- a. Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and initial teacher training;
- b. Co-ordinating or managing the work of other teachers;
- c. Taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

13. Administration

Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

Newcastle-under-Lyme School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.