



Job Description

Head of Department - Geography

Job title: Head of Geography

Salary: €43,700 - €46,400

Purpose of role:

- To be responsible for the delivery of high quality teaching and learning;
- To be accountable for student attainment and achievement.
- To effectively lead the Geography department.

General responsibilities: For the standards of teaching, learning, assessment, student progress, behaviour and outcomes within their classes.

Teaching and Learning

- Monitor, evaluate and take measures to ensure the academic progress of all pupils in their subject;
- Monitor, evaluate and take measures to ensure and develop the highest quality of teaching and learning in the department;
- Communicate a passion and vision for their subject within the team, to SLT, to colleagues, parents and pupils;
- Act as an advocate of their department within the framework of whole school priorities;
- Ensure the continued professional development of both themselves and members of the departmental team as teachers in line with school policies and its strategy;
- Work collaboratively with other departments as appropriate on cross-curricular initiatives, sharing best practice, and developing pedagogy;
- Be responsible for the strategic development of the department in all aspects of provision and devises development plans with departmental colleagues with a focus on improvement and in line with whole school priorities and strategic objectives;
- Model the qualities of a teacher focused on love of learning, appropriate scholarliness, achieving the highest standards and looking to improve their practice;
- Encourage, model and support the sharing of best practice and collaboration in their team on all aspects of teaching and learning;
- Liaise closely with the Learning Support to ensure effective support and guidance in relation to those pupils with SEND/EAL needs;



- Liaise closely with Form Tutors on pastoral and other issues that may affect the academic progress of pupils;
- Share and delegate appropriately the different tasks required within the department;
- Communicate effectively both with those involved in the teaching of the subject, the pastoral team, parents and also with the SLT as appropriate.

Leadership (HoD)

- Have both a leadership and pastoral responsibility for the members of their team;
- Set the tone and ethos of the department to encourage collaboration, improvement, openness to new learning and innovation amongst the team;
- Ensure coherent and suitably demanding Schemes of Work are in place and communicated effectively for the relevant year groups and that they are reviewed and updated regularly;
- Ensure appropriate assessment procedures are in place and followed in line with the demands of the subject and whole school policies; all assessment should inform teaching;
- Efficient management and administration of the department both internally and in relation to whole school policies and public examinations;
- Effective management of resources within the department in line with agreed budgets and planning for future needs;
- Ensure the maintenance and presentation of departmental classrooms, noticeboards etc., in support of learning;
- Produce, review and update documentation (electronic or otherwise) about the subject/department for relevant publications/intranet and website.

Whole school organisation, strategy and development

- Work collaboratively with other departments as appropriate on cross-curricular initiatives, sharing best practice, and developing pedagogy;
- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and vision;
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes;



- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies;
- Ensure relevant Health and Safety, Risk assessment and Data Protection requirements are complied with;
- Maintain good order and discipline among pupils in accordance with the School 'Behaviour for Learning' policy.

Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff;
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice;
- Communicates effectively both with those involved in the teaching of the subject, the pastoral team, parents and also with the SLT as appropriate;
- Liaises closely with Form Tutors on pastoral and other issues that may affect the academic progress of pupils;
- Collaborate and work with colleagues and other relevant professionals within and beyond the School;
- Is the public face of the department at parents' evenings, Open events and others as required.