

# Hartismere School



## Job Description Head of Department: Geography TLR

Responsible to the headteachers

Responsibilities:

- To lead the department to high levels of achievement at each Key Stage and across the full ability range.
- To ensure that lessons are well planned and sequenced to an effective programme of study in accordance with school policy.
- To be an outstanding classroom practitioner, with a track-record of excellent progress.
- To ensure high standards of behaviour management throughout the department at all age and ability levels.
- To ensure that homework is regularly set and well planned across all key stages and ability ranges within the department and in accordance with school policy.
- To ensure that student work receives regular formative feedback to promote high standards of student learning in accordance with school policy.
- To ensure that the super-curricular offer of the department and curriculum is one that fosters and encourages a love of learning, and wider interest in geography.
- To ensure that whole school policies are implemented within the department
- To implement whole school policy in relation to systems of discipline, sanction, praise and reward within the department.
- To share in the establishment, operation and evaluation of the functions and operation of all members of the departmental team; to ensure they are able to demonstrate the quality and practice required in their job descriptions; to promote CPD, ITT and Performance Management, and to pursue your own teaching/learning role to the standard of your core job description for classroom teachers; to be role model of the highest standard for other teachers in the department.
- To ensure the teaching and learning, equipment, support and storage areas within the department are maintained to the highest level and that learners and staff are assiduous in their use of these facilities.

- To use data to monitor and adjust the effectiveness of the department and ensure continuous improvement in achievement and standards for learners of all ages and abilities.
- To ensure adequate planning and value for money in the deployment of the departmental budget.
- To lead the interaction of the department with the Learning Support Department, behaviour management and other teams dedicated to learning improvement, personal development and to ensure representation at all consultative events; to support individualised learning methodologies including IEPs.
- To liaise with parents and carers in a highly professional manner.
- To display the highest standards of professionalism and to nurture talents of others ensuring inclusion and equal opportunities.
- To undertake any other tasks and responsibilities as directed by the Headteachers

Hartismere school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and Social Media checks.