Durston House

Head of Geography - Job Description

Job Title: Head of Geography
Line Manager: Deputy Head

Introduction

The Head of Geography carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster.

The Head of Geography works in liaison with the Head of History in any matters pertaining to the provision and teaching of Humanities in Pre-Prep and Junior School.

The Head of Geography supports and promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Durston House Safeguarding Policy and other policies that promote the welfare and care of pupils.

The Head of Geography complies with the school’s Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice, contained and referenced in the Staff Handbook.

Specific Responsibilities of the Head of Geography

- Be accountable to Senior Management for Geography from Year 5 to Year 8 and Humanities from Year 1 to Year 4
- Oversee the progression of Geography and Humanities throughout the school from Year 1 to Year 8
- Oversee and support all staff teaching Geography and Humanities from Year 1 to Year 8
- Set an example of good practice in Geography and Humanities teaching
- Observe teachers of Geography and Humanities throughout the school
- Assess and address the training needs of those teaching Geography and Humanities
- Oversee the development, planning and assessment of Geography
- Oversee the Prep-Prep and Junior School Humanities Co-ordinators, who are responsible for the development, planning and assessment of Humanities in their respective sections of the school
- Implement systems of assessment that facilitate co-ordination and continuity between year groups and between the three sections of the school
O Formulate and update the departmental documentation, which provides guidelines of principles of good practice in Geography and Humanities teaching and gives a framework through which the demands of National Curriculum, KS2 Tests, Senior School Entrance, Senior School Entrance Pre-Tests, Common Entrance and Scholarship examinations can be met in the light of current teaching practice and changes to the curriculum.

O Formulate and update the Schemes of Work.

O Monitor and ensure that the Schemes of Work are being followed throughout the school.

O Monitor marking and feedback, ensuring that the school and departmental marking policies are being followed.

O Monitor and evaluate the learning and progress of pupils.

O Co-ordinate the preparation, setting and marking of appropriate assessments and examinations including preparing pupils for Scholarship, Common Entrance and individual Senior School Entrance examinations.

O Monitor and assess Geography results.

O Monitor and Assess Humanities results, in conjunction with the Junior School Humanities Co-ordinator.

O Produce and implement the Department Strategic Plan in conjunction with the Pre-Prep and Junior School Humanities Co-ordinators.

O Organise events and excursions that support the Geography curriculum in the Middle and Upper Schools.

O Provide and set appropriate tasks for absent Geography colleagues in the Middle and Upper Schools.

O Cost and submit an annual budget bid for Middle and Upper School Geography and then monitor purchases to remain within that budget.

O Oversee the costing and submission of budget bids for Junior School and Pre-Prep Humanities.

O Order new equipment and books as necessary to meet the demands of the curriculum within the allocated budget.

O Check and organise the resources and equipment so that they are stored safely and used correctly by all the appropriate staff.

O Provide an agenda for and chair Geography and Humanities Department Meetings with the Junior School and Pre-Prep Humanities Co-ordinators and other Geography teachers, according to the Meetings Schedule.

O Record minutes of meetings and distribute appropriately.

O Attend Heads of Department meetings.

O Liaise with other schools, particularly Senior Schools, on changing requirements and new syllabuses.

O Liaise with parents and other staff as appropriate.

O Prepare a Geography assembly according to the Assemblies Schedule.

**Duties as a Teacher of Geography**

O Teach Geography from Year 5 to Year 8, including 13-plus Senior School Entrance, Common Entrance and Scholarship.

O Devote sufficient time in and out of formal school hours for preparation, assessment and administration.

O Follow the Geography Department Schemes of Work in the planning and delivery of the Geography Curriculum.

O Set and mark homework.

O Set and mark assessments and examinations.

O Follow the school’s Marking and Presentation Policies.

O Prepare feedback to parents about pupil progress, to be given at Parents Evenings.

O Write reports according to the school’s Reporting Policy.
o Liaise with parents and other staff where appropriate
o Maintain an ordered, stimulating classroom, displaying pupil work appropriately

**Duties as a Form Teacher (where appropriate)**

o Be the first point of contact for pupils and parents
o Liaise with parents and other staff where appropriate
o Be responsible in the first instance for the general welfare of the pupils in that form
o Be responsible for overseeing a pupil’s achievement and personal development
o Help the form to develop a collective spirit of loyalty, trust and support
o Register the form twice daily
o Disseminate any information or correspondence to pupils
o Prepare feedback to parents about pupil progress, to be given at Parents Evenings
o Read and check the form’s school reports and write a general, Form Report for these pupils, according to the school’s Reporting Policy
o Maintain an ordered, stimulating Form Room in which the pupils can take pride, as their base
o Prepare a Form Assembly annually (Year 5 only)
o Liaise closely with the Deputy Head, Director of Studies and Head of Complementary Curriculum

**Other General School Duties**

o Accept responsibility for the welfare and care of pupils, at any time
o Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
o Cover classes for absent colleagues as directed by Senior Management
o Undertake break and supervisory duties as designated by Senior Management
o Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
o Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
o Attend major school events, such as the Carol Service, the School Concert and school productions outside normal school hours
o Attend school Outings and Trips as required by Senior Management
o Offer at least one after school extra-curricular activity per term
o Assist with Games (where appropriate)