

Head of Department Job Description

Post:	Head of Geography
Responsible To:	Head of Faculty
Salary:	TMS/UPS + TLR2C
Contracted Hours:	Full Time
Pension:	Teacher Pension Scheme (it will be assumed that you will be part of this scheme unless you opt out)
Start Date:	September 2025

In liaison with Head of Faculty to:

- Work within the context of the vision of St Paul's and the Code of Conduct
- Have a clear vision for the subject in the school and to lead its implementation through effective staffing structures and management of a team
- Provide an example of teaching with the highest possible standards of classroom practice
- Work with teachers in the department to lead the development of exemplar practice and the implementation of a house style. This will include training, mentoring, teaching model lessons, observation and support of teachers in the department
- Enable all pupils to do the best that is possible through planning long, medium and short-term schemes of work that address:
 - Opportunities for spiritual and moral development
 - Differentiation for the full range of students from SEN to gifted and talented
 - The implications of the National Curriculum, GCSE and A-Level syllabi
 - Effective use of assessment to determine attainment and enable target setting
 - Continuity and progression across all key stages

- Provide the best possible learning environment for pupils which will include development of resources, enhancing and celebrating the work of pupils through display and maintaining a subject-specific learning platform.
- Monitor the progression of all pupils within the department using whole school targets as a context.
- Inform parents about subject curriculum and assessment as appropriate
- Ensure that assessment of pupils is rigorous and that reporting to parents follows school guidelines and reflects high professional standards
- Communicate effectively with colleagues, parents, partner schools, parishes and the wider community
- Write an annual development plan which is set in the context of the school development plan and is carefully costed, and realises the vision for the department
- Ensure that the department has the clear and common understanding of levels and grades at all key stages necessary to inform planning and assessment practices
- Ensure that pupils are thoroughly prepared for examinations and that there is a departmental presence at the beginning and end of public and internal examination sessions to facilitate a smooth start and finish to the process
- Have responsibility for standards and the development of teaching and learning
- Lead, manage and develop, in collaboration with post holders with responsibility, the subject within the curriculum
- Monitor, evaluate and improve pupil progress
- Lead, develop and enhance the teaching practise or curriculum knowledge of others

Generic Job Description

All members of staff are responsible for implementing the vision of St Paul's and the Code of Conduct.

To be an effective and reflective teacher in the classroom and form tutor will include:

All Qualified Teachers

- Building positive relationships with pupils which provide a safe and happy environment in which they can do the best that is possible (**Professional Standards for Teachers (PST : 1a, 1c, 2e)**)
- Teach appropriately challenging, engaging and well-organised lessons that are designed, as part of an overall sequence of lessons, to enable pupils to make progress in their learning (**PST : 4a, 4b, 4c, 4d, 5a)**)
- Enable pupils to develop their understanding and grasp of the learning competencies and skills (**PST : 3b, 3c, 4b, 5c)**)

- Have a secure knowledge and understanding of the subject and course requirements **(PST : 3a, 4d, 6a)**
- Following schemes of work and planning to ensure that all pupils have the opportunity to reach their potential in lessons irrespective of academic ability **(PST : 1b, 2b, 2d, 3a, 4a, 4d, 5d)**
- Reviewing and reflecting on lessons taught to aid future planning **(PST : 4c, 5c, 6c)**
- Regular formative and summative assessment of pupils work in the context of the departmental assessment policy and cycle which will inform future planning and impact upon pupil progress **(PST : 6a, 6b, 6c, 6d)**
- Contributing to the development of teaching and learning in the department by sharing good practice and resources **(PST : 4d, 8a, b, d)**
- Developing the clear understanding of the levels and grades at all key stages which is necessary to inform planning and assessment procedures **(PST : 6a, b, c, d)**
- Ensuring that progress checks and reporting to parents follow school guidelines and are of the highest professional standards, as well as providing accurate and constructive feedback and appropriate targets **(PST : 8e, 6a, 6d)**
- Creating and using opportunities with schemes of work for the spiritual and moral development of pupils **(PST : 1c, 4b, 4d, 7a, 5c)**
- Creating and maintaining an attractive, well-managed and ordered learning environment in the classroom **(PST : 1a, 7c)**
- Rewarding and celebrating pupils' achievement **(PST : 7b)**
- Regular setting and checking of homework **(PST : 4b)**
- Working in partnership with a mentor to evaluate, review and develop classroom practice **(PST : 4c, 8b, 8d)**
- Attending meetings to develop further classroom practice, quality of teaching and learning, and pastoral care in the school **(PST : 4c, 8b, 8d)**
- Be aware of and understand how to respond and provide for pupils from different backgrounds, who have English as an additional language or who have a special need **(PST : 1b, 2a, 2d, 5a, 5b, 5d)**
- Understand how to identify concerns, such as neglect or abuse, that may affect a child and know the arrangements for referring these concerns within school **(PST : 7d, 8a, 8b)**
- Understand the professional duties of teachers and the statutory framework within which they work **(PST : Section :2a)**

Post-Threshold Teachers

- Contributing significantly to the implementation of school policies and practice and promoting collective responsibility for this.
- Have an extensive knowledge and understanding of the process of learning and teaching and how best to enable pupil to achieve his or her potential.
- Have an extensive and well-informed understanding of relevant subject and course requirements including assessment and the appropriateness of different courses for different learners.
- Have a more detailed knowledge and understanding of their subject and how pupils and learning progresses within it.
- Have sufficient depth of knowledge and experience to give advice on the development and well-being of pupils.
- Be flexible, creative and adept and designing schemes of work, lessons and sequences of lessons that are effective, consistently well-matched to learning objectives and which enable pupils to make good progress in their learning. The lessons will integrate recent developments relating to their subjects and to learning competencies.

- Have teaching skills and a relationship with pupils that enable them to make better progress than might be anticipated and enables them to meet their school targets.
- Promote collaboration and work effectively as a team member both within and beyond the department.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback.

Form Tutor

- Day to day pastoral care of a tutor group.
- Delivering an effective PSHE curriculum to the tutor group.
- Praying with the tutor group each morning and working with the form to plan and prepare form assemblies when required.
- Taking a register, monitoring punctuality and attendance and forwarding concerns to the year leader
- Monitoring the use of pupil planners and signing them to ensure effective use
- Academic mentoring of up to twenty pupils
- Promoting good behaviour in the tutor group
- Active encouragement and facilitation of pupils to serve each other, the school and the wider community through service projects
- Referring information and causes for concern to the Designated Person, EAL department, Learning Support department or Year Leader/Chaplaincy & Pastoral Assistant as appropriate

Any other tasks as directed by the Line Manager which fall within the remit of the post.

Specific Responsibilities:

(To be negotiated with the successful candidate)

St Paul's Catholic School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS declaration.