



Our Lady and St Patrick's College, Knock

Job Description - Head of Geography (2 Teaching Allowances)

1. Job Title: Head of Geography (2 Teaching Allowances).
2. Purpose of Post: <ul style="list-style-type: none"> As Head of Department, to lead an effective team and ensure high quality teaching and learning, pastoral care, administration and continuing professional development in your department. To teach Geography from Year 8 to Year 14 (and other subjects as required). To be an effective Tutor, supporting high standards of Pastoral Care in the College. To raise standards. To adhere to the Code of Conduct for All Staff and Volunteers. To be aware of the College's Catholic ethos and to actively support the promotion of the vision and principles of the College as outlined in College publications.
3. Reporting Relationships/Line Managers: According to circumstances, the post holder reports to his/her: <ul style="list-style-type: none"> Head of Faculty, Vice Principal (Curriculum and Assessment); Head of Year, Head of School, Vice Principal (Pastoral Care); Principal.
4. Line Management: The post holder has line management responsibility for: <ul style="list-style-type: none"> Teachers of Geography.
5. Duties: <ol style="list-style-type: none"> 5.1 To carry out the duties as outlined in Teachers' Terms and Conditions of Employment and the Job Description for a Head of Department. 5.2 To actively support and promote the College's Catholic ethos and strategic vision. 5.3 To chair department meetings and ensure that minutes of each meeting are retained and a copy filed with the Head of Faculty/Vice Principal (Curriculum and Assessment) and placed on Private Folders. 5.4 To engage with colleagues in the process of annual action planning and target setting in line with the School Development Plan and follow College procedures for monitoring and evaluating progress. 5.5 To write high quality Schemes of Work for Key Stage 3, GCSE and AS/A2 Levels, and a Department Handbook, assisted by department colleagues. 5.6 To ensure the consistent development and implementation of appropriate teaching and learning, classroom management, student assessment, Assessment for Learning, tracking, reporting and standardisation across the Department. 5.7 To monitor and evaluate the quality of teaching and learning in the department through regular lesson observations of the other teachers in the department and invite observation from colleagues. 5.8 To work with the Vice Principal (Curriculum and Assessment) and the Head of Faculty to identify best practice throughout the school, and ensure that this is fed back into staff practice in the department. 5.9 To review students' work on a regular basis and ensure all members of the department are following policy regarding marking, presentation of work, homework, target setting, Assessment for Learning and assessments. 5.10 To prepare students for public examinations and demonstrate that, as a result of your leadership, your department achieves well in relation to the students' prior attainment and data for this College and other NI Grammar Schools. 5.11 To promote staff and student use of ICT and educational technology in lessons. 5.12 To gain approval from the Vice Principal (Curriculum and Assessment), and consult with the Head of Faculty and departmental colleagues, before changing specifications. 5.13 To participate in meetings at the College which relate to the curriculum, administration or organisation of the College, including Pastoral Care Meetings, working groups and Open Days. 5.14 To attend regular meetings with Coordinators (as required). 5.15 To submit a Principal's Report and all required documentation to the Head of Faculty/Vice Principal (Curriculum and Assessment) by the set deadlines. 5.16 To contribute to the Care and Welfare of each student as a subject teacher, Head of Department and Tutor. 5.17 To ensure your department supports students with Special Educational and Medical Needs. 5.18 To be committed to the safeguarding of young people and adhere to health and safety procedures, including the assessment and management of risk. 5.19 To control and manage the budget allocated by the College, with overall responsibility for the ordering, custody and distribution of the department's resources, textbooks, Apps and equipment and, where necessary, to arrange for the upkeep and repair of equipment and educational resources. 5.20 To oversee the timely presentation and duplication of internal exam papers. 5.21 To work efficiently with the Examinations Officer (student entries for external examinations, submission of coursework, remarks, etc.). 5.22 To promote Geography across the school and to be available when requested to attend and lead INSET. 5.23 To organise staff induction, professional development and INSET within the department. 5.24 To assist, when requested, in the appointment of new teaching and support staff within the department. 5.25 To engage actively in the appraisal process and act as a PRSD reviewer.

- 5.26 To promote the enjoyment of and participation in Geography activities among students through extra-curricular activities, i.e. the Geography Club, educational visits/fieldtrips to enhance the Geography curriculum.
- 5.27 To liaise with the Careers department and provide students with information on careers relating to Geography.
- 5.28 To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- 5.29 To contribute to the College's extra-curricular programme and play a full part in the life of the school.
- 5.30 To carry out, as required by the Principal, any other relevant duties.

NB: The above is an exemplar of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every one of the post holder's duties. This Job Description is subject to review in consultation with the Head of Department and taking into consideration the needs of the College. All the activities of the Head of Department are exercised under the direction and authority of the Principal and are subject to the Principal's approval.