

Dear Applicant

Thank you for your interest in the position of **Head of Geography, Dean Trust Ardwick**, 345 Stockport Road, Ardwick, Manchester, M13 0LF.

Teaching and Learning Responsibility TLR 2b - £4,443

Employment Start date: September 2018

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using The Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **10am Monday 26th February 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Cecil Avenue Sale Cheshire M33 5BP
t: 0161 973 1179
e: thedeantrust@aom.trafford.sch.uk
w: www.thedeantrust.co.uk

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Head of Geography
Reporting to	Head of Humanities
Main purpose of job	<p>This is a key post in the latest Dean Trust School. The main purpose is to lead the subject of Geography at all levels within Dean Trust Ardwick. The post holder will be expected to work collaboratively with other subjects in the school and with other Dean Trust Schools. The Head of Geography will be responsible for planning, delivering and evaluating a dynamic and engaging curriculum, and in addition make significant contributions to teaching and learning, progress, whole school literacy, and to contribute to relevant INSET in addition to principal responsibilities within the faculty. The post holder will have responsibility for outcomes within Geography in terms of examination grades and as such must be an outstanding practitioner leading by example. The post holder will lead a team of subject specialist and non-specialist teachers.</p>
Key responsibilities:	
<ul style="list-style-type: none">• Plan and deliver a full KS3 and KS4 Geography curriculum.• Plan and deliver high quality teaching and learning.• Be fully committed to raising standards and improving the life chances of all pupils.• Displaying an enthusiasm for your subject which motivates and engages pupils in lessons.• Create a culture which celebrates the positive and encourages all kinds of achievement• Ensure, good communication and working in partnership with others.• Support a caring and compassionate community upholding our school values• Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to their talents and abilities.• Be committed to high standards of professional co-operation and integrity.• Work collaboratively with other colleagues promoting co-operation and team work.• Contribute to the effective operation of your curriculum team through accepting reasonable delegation of responsibilities and tasks.• To contribute to the effective operational activities of the school, including attendance at meetings, events and activities as required.• Contribute to effective induction of NQTs and other staff new to your curriculum team.• Contribute to the continuous improvement in standards, high quality evaluation and improvement planning throughout the trust.• To lead, support and encourage the highest possible standards of behaviour, learning, attainment and achievement• To manage resources creatively, effectively and efficiently to meet the priorities of the school• To celebrate success and to implement strategies for continuing improvement• To contribute to the effective operation of the faculty, including attendance at meetings, events and activities as required• To engage in continuous professional development and networking to ensure that professional contributions are up-to-date.	

- To pursue and promote the achievement of equality of opportunity throughout the Trusts activities.
- To maintain effective relationships with external agencies and associated schools and represent the school at Trust level.
- To manage resources creatively, effectively and efficiently to meet the priorities of the school

Curriculum

- To ensure curriculum coverage, continuity and progression within the subject for all pupils including those of high ability, those with learning needs, EAL and disadvantaged pupils
- To keep abreast of national and school curriculum developments and implement necessary changes
- To lead the development of literacy, numeracy and technology within the subject and the Humanities faculty
- To fully embed SMSC and health and well-being into the curriculum and contribute significantly to the school's programme of weekly themes and assemblies
- To encourage pupils to participate in a variety of extra-curricular activities related to the subject
- To provide opportunities for learning outside the classroom.
- To fully embed British Values into the curriculum, and provide opportunities for regular careers-based learning.
- To support and ensure that members of the subject follow the school's rewards and sanctions systems and take responsibility for the standards of behaviour in the faculty.

Staff recruitment and development

- To work with the Head of Faculty to identify the training needs and opportunities for the faculty and to organise and lead CPD training where appropriate
- To lead the subject in contributing to the training of new teachers through the provision of ITT placements

Performance and standards

- To monitor and review clear practices for assessing, recording and reporting on pupil achievement in line with school policy and to use this information to recognise achievement, instigate effective intervention and to assist staff in setting targets for further improvement
- To monitor and evaluate the impact of intervention strategies to ensure staff are best deployed to further raise attainment and achievement
- To ensure that pupil data is used effectively to secure outstanding progress in all faculty subjects ensuring colleagues have the support, challenge, information and development necessary to sustain motivation and secure further improvements in teaching.
- To ensure that both Geography and the Humanities faculty contributes significantly to the main school headline outcomes against which the whole school is judged
- Liaise with the examinations team to ensure that all entries for internal and external assessments are on time and appropriate for pupils
- To ensure effective communication with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets

Management of resources

- To ensure the effective and efficient management and organisation of learning resources including IT
- To support the Head of Faculty with the development of new, interactive resources within Geography.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be updated where appropriate in consultation with the post-holder.



Person Specification

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Degree and teaching qualification • Qualified teacher status • Evidence of continual professional development or further professional study <p>Desirable</p> <ul style="list-style-type: none"> • Post Graduate qualification • Professional qualifications eg “National professional Qualification for Middle Leaders”
Relevant experience	<p>Essential</p> <ul style="list-style-type: none"> • Successful delivery of Geography • Proven excellence as a classroom teacher including teaching to GCSE level • A recent history of a series of outstanding examination results • Experience of extending learning beyond the classroom <p>Desirable</p> <ul style="list-style-type: none"> • Contribution to whole school projects • Contribution to the school or faculty’s improvement plan and SEF • Appraisal leader for staff • Experience in developing whole school policies and strategies • Experience of developing successful community links
Knowledge, skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Current knowledge of the key stage 3 and 4 Geography curriculum • Ability to analyse and use assessment and data in pupils’ learning to raise standards • Current knowledge of strategies to raise standards of teaching and learning • Understanding of the principles of an effective curriculum and qualifications framework • Excellent oral and written communication skills • Excellent behaviour management of pupils • Good IT skills which benefit pupils and the efficiency of the faculty • Ability to lead effective training for staff • Ability to form strong external links with the local and wider community • Knowledge of current educational issues <p>Desirable</p> <ul style="list-style-type: none"> • Effective strategies which enable pupils with EAL to fully access the curriculum • Good knowledge and understanding of the cultures and faiths of the local community, and the opportunities the school’s location brings
Leadership and management	<p>Essential</p> <ul style="list-style-type: none"> • Be able to motivate, support and inspire trust in others • Be a strong leader who can lead others in a shared vision • Be able to work successfully as part of a team • Ability to formulate, monitor, evaluate and review plans and policies • Think quickly and calmly, and be able confront and resolve problems successfully • Ability to lead others successfully through change • Be an effective decision maker and problem solver • Be able to analyse and use data effectively

	<p>Desirable</p> <ul style="list-style-type: none"> • Led whole school staff training • Presented reports to Head of Faculty and Senior Leadership Team
<p>Attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> • Possess a passion for working with young people • High personal and professional standards • Have an interest and commitment to working with all members of the school community and working as part of a team • Commitment to driving forward the school's vision • Commitment and loyalty to the school and the Dean Trust • Desire and willingness to contribute to school events and duties • Desire to support other schools and staff within the Dean Trust • Possess honesty, integrity and discretion • Have a strong presence <p>Desirable</p> <ul style="list-style-type: none"> • Ambitious to develop career beyond this point