



HEAD OF GEOGRAPHY

JOB DESCRIPTION

General Responsibilities

In addition to the role of a general class teacher, the following details are included:

- To teach geography to children in Years 5 and 6, currently two lessons to each of the three classes, in each year group. (12 lessons)

Additional Responsibilities:

- To teach a set of maths in Years 5 and 6. (14 lessons)
- To teach games to either boys or girls, on a Monday and Wednesday afternoon. (5 lessons)

Eco-Schools:

- To head-up the Eco-Schools group.
- To organise a group of pupils to assist in the running of this group.
- To support the Eco-Schools programme and maintain a high level of environmental awareness in the school

HoD Responsibilities:

- Monitor, review and update on a termly basis, the schemes of work for the subject.
- Monitor review and update the Subject policy on an annual basis.
- Monitor short, medium and long term planning of colleagues teaching the subject.
- Undertake inspections of children's books to monitor quality of work, marking standards, adherence to Scheme of Work and Policy.

St Piran's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment

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- Provide detail for the Curriculum Plans that are published at the start of each term for the parents.
- Lesson observations and subsequent follow up with colleagues.
- Determine training needs for the Department and assist staff in identifying key inset courses to attend.
- Organise a relevant field work programme of study for all pupils taking geography
- Data analysis of exam and test results, both externally and internally marked.
- Provide a Subject Improvement Plan each Easter Term from which the Budget can be set for the following Year.
- Manage the Department Budget, ensuring that resources are purchased according to the budget allocation.
- Develop and maintain a Department Handbook for colleagues teaching the subject throughout the school.
- Maintain an audit of subject resources that is accessible to all colleagues teaching the subject.
- Keep the Headmaster and Director of Studies fully informed of national developments within your subject area that will impact on the future direction of the subject within St Piran's.