



HEAD OF GEOGRAPHY JOB DESCRIPTION

Job Title: Head of Geography

Responsible to: Deputy Head (Academic)

Main Purpose: To teach and oversee the teaching and administration of Geography in the Senior School

Roles and Responsibilities:

General	Promoting and ensuring the safeguarding and welfare of all pupils To instil in pupils a passion for computing on a departmental a whole school level. Creation, review and delivery of Schemes of Work and Curriculum Maps, cascading the information to pupils and parents. Run departmental meetings, ensuring minutes are maintained. To ensure a collegiate approach with other departments, liaising with the equivalent HOD at Casterton Prep School. To ensure open communication with department members, passing on information as appropriate. Where necessary, ensure that pupils are taught in appropriate groups Review, and advise colleagues as necessary, about special educational needs and considerations. Advise pupils at times of option choices and when help is needed for careers or Universities To maintain high professional standards to relation behaviour, punctuality, attendance and appearance To demonstrate our school values through interactions with pupils, staff and parents. To respond to parental queries in a timely manner Attendance at subject fairs and other school events where subject representation is required.
Teaching and Learning	Advise the Head on the appointment of new staff Assist in the drafting of advertisements and job descriptions Support new staff prior to, and on arrival Lesson observations of staff, formally on an annual basis, but encouraging an open-door policy with regular drop-ins to support teachers and ensure an awareness of professional practise.

	Promote attendance and involvement in teaching and learning sessions. Ensure the integration of technology within the whole-school curriculum delivery, in-line with the school strategy.
Staff Development	Encouragement of CPD, to maintain knowledge of pedagogical and subject specific developments. Encourage staff CPD to maintain professional development and curriculum knowledge.
Administration	To ensure regular communication with the Deputy Head Academic. To provide timely reports following public examination results to the Deputy Head Academic, analysing pupil performance. Accurate and effective communication regarding exams, ensuring information is provided to the exams officer. Keep clear records of all pupils, such as internal assessments (CAT scores) and examinations (Entrance and Scholarship Exams) and external examination results To ensure the departmental handbook is reviewed on an annual basis. Entries and administration for relevant regional and national competitions Write, mark and set the scholarship exams for entry to Year 9 and Sixth Form

The Geography Department

The Senior School are seeking to recruit a Head of Geography to lead a well-established and high-performing department in the school. Geography at Sedbergh is a thriving subject, which annually maintains high levels of uptake at both GCSE and A-level. The value-added scores are also amongst the highest in the school and pupils regularly opt to follow a geographical related pathway at university. Due to the current Head of Geography securing an external promotion, we are now seeking to recruit an exceptional candidate to continue to grow and develop this popular and well-established subject.

Geography Department

The Geography department consists of 5 full-time members of staff, including the Head of Geology. There are four sets at GCSE and two at A-level. At GCSE pupils study the Edexcel iGCSE specification, and at A-level they study the CIE specification. Technology is integrated into the delivery of all lessons, with well-equipped classrooms and schemes of work that incorporate the development of GIS from Year 9 onwards. Fieldwork utilizes the breathtaking natural environment that surrounds the school and the local area and is designed to encourage the pupils understanding and appreciation of the way in which geography shapes and influences the world around them. Opportunities also exist for overseas fieldwork development. There are excellent links with Casterton Sedbergh Prep School, and the Head of Department will regularly liaise and support opportunities to develop the subject across both sites.

This post is suitable for those looking for their first Head of Department position, in addition to more experienced Heads of Department who would be interested in an opportunity to influence growth and development in the subject. The school also has a generous CPD budget, with regular opportunities for professional development and training.

The School operates a two-week timetable with lessons lasting for 55 minutes in the morning and 50 in the afternoon. There are three lessons on a Saturday morning. The role offers great opportunities for personal and professional development in a School that aspires to be the market leader in all areas of Boarding School life. A proactive attitude to INSET training is encouraged and supported by the School.

Beyond Geography

The successful candidate will be expected to contribute fully to the pastoral life of the School, as a Resident or Non-Resident Tutor in one of the nine Boarding Houses. This role includes delivering PSHE to a small tutor group, and one evening boarding duty per week.

There is also a strong expectation that the successful candidate will participate fully in the School's extensive extracurricular activity programme. All talents are most welcome and the ability to coach Sport at a high level would be desirable.

Salary and Accommodation

Sedbergh School runs its own salary scale commensurate with qualifications and experience.

Accommodation may be available and will be discussed at interview.

Health and Safety + Safeguarding:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list.

Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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