



# The Sacred Heart Language College

## Job Description and Person Specification

|                        |                                |
|------------------------|--------------------------------|
| <b>Post:</b>           | Head of Geography              |
| <b>Responsible to:</b> | SLT link                       |
| <b>Purpose:</b>        | Leading and Teaching Geography |
| <b>Salary</b>          | MPS / UPS + TLR 2C             |

### Key accountabilities

1. Catholic Mission and Ethos
2. Leadership and Management
3. Quality of Provision – teaching, learning, planning, assessment
4. Internal and external communication
5. Involvement in the wider life of the College, including PMR and Professional Development
6. Other duties

### Key Tasks

#### Catholic Mission and Ethos

- To work with the students to uphold the Mission of the College by encouraging academic excellence and supporting their personal and spiritual growth.
- To educate in the spirit of the Sisters of Our Lady of the Missions and their Mother Foundress Euphrasie Barbier.
- Support the Catholic ethos of the College by being an example of servant leadership and upholding the teachings of the Church.
- To foster and further develop an ethos of learning in line with the agreed Mission of the College.

#### Leadership and Management

- Lead and model excellence in the classroom to deliver the best possible outcomes for all students studying Geography at the Sacred Heart Language College.
- Plan, devise and implement the subject curriculum within the framework of the College curriculum provision.
- Devise coherent programmes of learning that meet the needs of students and have clearly identified aims and objectives which are shared with the students and their parents/carers.
- Ensuring that assessment is both regular, rigorous and thorough and that full records of work are kept by the whole team and any issues are reported through line management.
- Ensuring that data is robust, analysis is completed effectively and that through your leadership you promote the data literacy of your team.
- Prepare termly Department Analysis Reports based on progress data window for SLT and to make and monitor your Department Development Plan.
- Monitoring student progress.
- Ensuring the subject is Health and Safety compliant in line with the whole College policy.
- Engage actively with all College meetings in line with the College Calendar.
- Supporting your team to ensure that all data and reporting deadlines are met by your team.

- Ensuring that the subject is appropriately resourced and all monies are spent appropriately and used to enhance the student experience.
- Representing the subject at middle leader, trust, governors and professional body meetings throughout the year.
- Liaising with other subject areas in the College.
- Organising examination entries with the Examinations Officers.
- Lead and arrange 'course specific' trips and visits as well as an active co-curricular provision.
- Co-operating with the Senior Leadership Team in marketing the College in general.

## **Quality of Provision**

### *Teaching, Learning, Planning, Assessment*

- Be familiar with AQA GCSE Geography
- Planning and preparing high quality lessons according to the subject schemes of work.
- Teaching lessons that are adapted according to the educational needs of the students assigned to you, including the setting and marking of work to ensure all students are making good or better progress.
- Assessing, recording and reporting on the development, progress and attainment of students, in each case having regard to the Mission and curriculum of the College.
- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- Ensuring that all assessment records are up to date and the electronic mark-book is used effectively.
- Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
- Providing guidance and advice to students on educational matters and on their further education and future careers, including information about sources of more expert advice.
- Advising where appropriate, on the preparation and development of courses of study, teaching resources and schemes of learning.
- Supervising and so far as practicable, teaching any students whose teacher is not available to teach them provided that no teacher shall be required to provide such cover in accordance with national guidance.
- Participating in arrangements for preparing students for public examinations.
- Supporting the development of the College Careers provision in the context of the Gatsby Benchmarks, the improvement of employability skills and cultivating links with relevant organisations and employers in and around London.

## **Internal and external communication**

- Making records of, and reports on, the pastoral needs of students where appropriate, and raising any safeguarding concerns with relevant staff members.
- Communicating and consulting with the parents/guardians of students as and when required.
- Communicating and co-operating with persons or bodies outside the College when required to do so.

## **Involvement in the wider life of the College, including PMR and Professional Development**

- Participating in meetings arranged for any of the purposes described above.
- Participating in arrangements made for your performance management review and the PMR of the team.
- Participating in arrangements for your further training and professional development.
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities and trips elsewhere.
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

## **Other Duties**

- To fulfil all other duties, pastoral and academic, as required and directed by the Senior Leadership Team.

- Within these specific requirements listed above, all teachers and leaders are expected to foster a lively and enthusiastic atmosphere within the subject for both students and staff.
- To be responsible for Health and Safety in the classroom and surrounding area.
- To act as a role model in promoting the ethos of the College.
- To attend after College events as required by the Head Teacher.

**Person Specification  
Head of Geography**

|                                                                                                                                                           | <b>Essential</b> | <b>Desirable</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Educated to Honours degree level                                                                                                                          | ✓                |                  |
| Qualified Teacher Status                                                                                                                                  | ✓                |                  |
| Qualified to teach Geography                                                                                                                              | ✓                |                  |
| A record of sustained, outstanding classroom practice                                                                                                     |                  | ✓                |
| A commitment to ongoing research into teaching and learning strategies                                                                                    | ✓                |                  |
| Experience of leading and managing a curriculum area/team                                                                                                 |                  | ✓                |
| Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance |                  | ✓                |
| Willing and able to take responsibility                                                                                                                   | ✓                |                  |
| Ability to work within a team                                                                                                                             | ✓                |                  |
| Ability to manage the demands of the post and achieve a work/life balance                                                                                 | ✓                |                  |
| A high level of problem analysis and solving                                                                                                              | ✓                |                  |
| Effective written and verbal communication skills                                                                                                         | ✓                |                  |
| Ability to listen/observe/acknowledge                                                                                                                     | ✓                |                  |
| An excellent ability to plan and organise with clarity and attention to detail                                                                            | ✓                |                  |
| Excellent time management and ability to prioritise                                                                                                       | ✓                |                  |
| Good initiative and creativity                                                                                                                            | ✓                |                  |
| Willingness to be fully involved in the life of the Department, to be collegiate and collaborative                                                        | ✓                |                  |
| Good sense of humour                                                                                                                                      | ✓                |                  |

**TSHLC**

**Head of Subject Job Description: Geography**

**October 2026**