



Campion School, Athens Greece

JOB DESCRIPTION

Position:	Head of Geography
Contract:	Full-time, fixed Term, from 1 st September 2024
Pay Scale:	Campion School pay scale
Reports to:	Headmaster

It is the responsibility of the Head of Geography to ensure that staff across the department have high expectations, creative and expansive schemes of work, and deliver high standards of attainment and achievement in the courses offered by the department.

Accountable for:

- Promoting wide participation in and a love of Geography among all pupils.
- A safe working environment in all Geography classrooms, including relevant risk assessments.
- Sustained outstanding teaching and learning in all areas of Geography.
- Sustained outstanding assessment in all areas of Geography.
- Sustained outstanding behaviour for learning in all Geography classrooms.
- The curriculum and all schemes of work in all areas of Geography.
- The deployment and effectiveness of resources, including maintaining inventory of Geography books and equipment: the submission of the annual Geography budget.
- To strategically plan, monitor and evaluate the work of the staff of the department ensuring that teaching is consistently 'good' or better.
- Prepare an annual report and analysis of the public examination results for the department, including proposed future targets.
- Ensuring the Geography department offers a range of co-curricular activities to supplement the academic curriculum.
- Maintaining professional standards.
- Promoting the school's ethos and vision.

Main Duties and Responsibilities

1. Teaching and Learning

- Prepare lesson plans and schemes of work.
 - Plan, prepare and deliver outstanding lessons across all classes to provide students with the opportunity to achieve their potential.



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- Ensure that lessons are engaging and stimulating, taking into account the individual needs of the students.
- Manage, develop and share resources to enhance teaching.
- Monitor the progress and achievement of the Geography classes and identify appropriate intervention strategies for underachieving pupils.
- Maintain effective behaviour management using positive behaviour strategies to ensure learner's engagement in the lesson.
- Assess appropriately the work of the students following the course in accordance with school policy.
- Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject area.
- Remain up to date with developments in the respective subject area and also in the teaching of this subject.

2. General Duties

- To coordinate the work of the department, holding regular meetings according to agreed schedules with agendas and minutes circulated and to foster and encourage collaborative working across the department.
- Participate in relevant meetings with colleagues and parents and be involved in links with external agencies as part of curriculum enrichment.
- Support other members of staff and students as appropriate.
- Review your own professional development.
- To cover for absent colleagues as required.
- To contribute effectively and regularly to the School's co-curricular programme.
- To ensure that professional behaviours at all times enhance the positive reputation of the school.
- Carry out any other such duties as the post holder may reasonably be required to do.

3. Safeguarding

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headmaster.



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Campion School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (UK) and/or the International Child Protection Certificate (and country equivalents).



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PERSON SPECIFICATION

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REQUIREMENTS

Education and experience

- A degree level qualification in a relevant subject.
- Qualified teacher status or teaching qualifications from another country allowing one to obtain QTS within a year of commencing employment.
 - **Greek Applicants** must hold a relevant degree and have completed the registry for teachers of private schools (Epetirida), or hold the qualifications to do so. Please note that international qualifications are not recognised as qualified teacher status for Greek candidates within Greece.
 - **International Applicants** - Your qualifications must be from the same country as your passport. You must also hold a relevant teaching qualification (QTS with completed NQT or equivalent) again from the country of your passport. Please note that the iPGCE is not currently recognised in Greece.
- Evidence of continuing professional development (CPD).

Skills, knowledge and abilities

- Excellent teaching skills.
- An extensive knowledge of the National Curriculum for Geography.
- Ability to teach Geography across all Key Stages in the Senior School (essential).
- Experience of being part of a highly successful department and school.
- Ability to work effectively both individually and as part of a team.
- Ability to communicate effectively, both orally and in writing, with a range of audiences.
- Ability to use ICT to facilitate learning and for effective management and administration.
- An awareness of the issues arising from teaching students in an international school setting.
- Ability to effectively assess and track students' progress.
- Ability to work under pressure and to deadlines.



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- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school.

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