



**Hebron School,
Ooty, TN, India**

Job Description: Head of Geography

Job Title: Head of Geography	Department: Academics
Reports to: VP Academics	Effective Date: July 2025
Location: Ooty, TN, India	

About Hebron: Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Job Summary: Hebron School, Ooty, places a strong emphasis on Geography as a popular and high-achieving subject at both IGCSE and A Level. Our Geography curriculum at Key Stage 3 focuses on providing students with essential geographical knowledge while honing their analytical, evaluative, and explanatory skills. We emphasise the application of key geographical terminology in every lesson to support a deep understanding of geographical concepts and theories. This emphasis, combined with a progressive curriculum, facilitates a smooth transition to IGCSE and encourages consistently high levels of achievement. At the A Level, students are encouraged to make synoptic links across a range of topics using inventive and engaging learning strategies. Our curriculum is designed to be reflective, progressive, and challenging.

Responsibilities:

1. Leadership and Support:

- Lead and support geography teachers to achieve departmental goals.
- Ensure teaching maximizes each student's potential.
- Act as a role model and mentor for department members.
- Conduct departmental meetings and maintain minutes.
- Foster effective communication with parents through reports and events.

2. Teaching and Learning:

- Oversee the geography curriculum, including the production and review of schemes of work.
- Engage in long-term planning for curriculum development and resource allocation.
- Keep abreast of geography education developments and ensure departmental resources are up-to-date.
- Incorporate opportunities for students' holistic development within geography education.
- Encourage student ownership of learning and feedback mechanisms.

3. Student Progress:

- Ensure differentiated instruction for all students, including those with diverse learning needs.
- Manage formative and summative assessment strategies, leading Assessment for Learning initiatives.
- Communicate learning targets to students and support their progress monitoring.



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- Collaborate with the Head of DEL to support students with special learning needs.

4. Continuing Professional Development:

- Reflect on personal professional development needs and contribute to colleagues' growth plans.
- Participate in departmental and school-wide appraisal processes.

5. Administration:

- Manage the geography department budget and resource allocation.
- Coordinate resource purchasing and maintenance, including textbooks, resources and equipments.
- Organize departmental meetings and schedules in alignment with school leadership.
- Ensure compliance with assessment and reporting procedures.
- Collaborate with school leaders on relevant initiatives and activities.

6. Accommodation:

- Collaborate with faculty members to provide an integrated educational experience for students.
- Collaborate with relevant stakeholders for resources, exposure/ education visits, equipment and materials.

Requirements & Preferences:

- A Bachelor's/Master's degree in Geography or a related field (Geography can be one of the subjects at the university level); a higher degree is preferred.
- Strong knowledge of Geography, both basic and advanced.
- Teaching certification or equivalent qualification (required).
- Demonstrated leadership experience.
- Proficiency in English for academic purposes.
- Excellent communication and interpersonal skills.
- Commitment to fostering a positive and inclusive environment.
- Ability to collaborate effectively with colleagues, students, and parents.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment within the Academics department.
- The chance to contribute to the academic and personal growth of students in a diverse international school environment.
- A beautiful campus and access to excellent resources for teaching and learning

Other information (if any):

How to apply:

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org