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**The Mountbatten School**

**Coordinator of Lower School Geography (TLR 2a)**

**Principal Responsibilities**

* To carry out the duties of a classroom teacher as detailed in the Conditions of Employment of Teachers in the School Teachers' Pay and Conditions Document.
* To advise the Head of Department on all matters relating to Lower School Geography, including curriculum, progress and extra-curricular activities.
* To lead the development of the Lower School Geography curriculum which provides appropriate progression, balance and challenge to all students. Develop appropriate schemes of work and teaching materials for all levels of ability in the Lower School to deliver the 3D curriculum, in consultation with the Head of Department. Monitoring, evaluating and updating teaching resources and mastery objectives.
* To support the Head of Department in maintaining the high quality of teaching, learning and standards throughout Years 7 - 9, through monitoring and evaluation and through example when engaged in teaching the subject to students of all abilities from Years 7 - 11.
* To develop a research informed system for monitoring and tracking the impacts of intervention strategies for Lower School students.
* To take an innovative approach in leading the department’s contribution to the Lower School residential and extra-curricular programmes, ensuring these are embedded into the curriculum.

* To review and report on the progress of Lower School students beyond the teacher’s assigned classes.
* To encourage passion, curiosity and intrigue for Geography amongst all students, but especially those in the Lower School, through a curriculum appropriate to their ability, enabling all to pursue the highest possible level of excellence. To foster a passion for careers related to Geography from the outset.
* In liaison with the Head of Department, to be responsible for setting realistic but challenging targets for Lower School students in the department.
* To support in monitoring the implementation of The Humanities Marking, Assessment, Feedback and Intervention practice, especially in Lower school. (MAFI)
* To deputise for the Head of Department as required, in leading structured meetings for Geography staff, in order to disseminate information and share matters of professional interest and concern, passing Minutes to the Head of Department. Representing the department at meetings in school and externally as appropriate where matters pertain specifically to Lower School students (Lower School RAG meetings).

**Additional Specific Responsibilities**

* To manage appropriate resources (books, materials and equipment) for the department such that they are accessible to staff and students in Lower School, as required.
* To keep up-to-date with curricular developments relating to the subject and apposite cross-curricular issues and to use such information to inform the curricular planning in Lower School.
* To liaise with the Head of Department and other faculties over the department's contribution to cross-curricular issues in Lower School.
* To develop the Lower School Geography rewards system in collaboration with the Head of Department to build a rewards-based culture from Years 7-11.
* To support the Head of Department in ensuring that Geography has a high profile within the Lower School, the wider community and the online community.
* To ensure that the Geography department celebrates and supports students' learning in Lower School in the form of well-presented, up-to-date, stimulating and attractive displays.
* To encourage and support members of the department in fulfilling their individual responsibilities.

**General Duties**

* To support in maintaining the highest standards and excellent behaviour for learning in all lessons. To be well acquainted with the school's Behaviour Policy and to promote the use of the school’s reward system.
* To be a form tutor of an assigned form and to carry out related duties in accordance with the general job description of form tutor.
* To participate in appropriate meetings with colleagues and parents, relative to the above duties.
* To ensure that the subject work space is kept in an orderly and tidy fashion, mounting displays of work and keeping them neat and up-to-date.
* To carry out a share of supervisory duties in accordance with published rosters.
* Any additional responsibilities as may be required by the Executive Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Coordinator of Lower School Geography

CFR/MRT

January 2021