

Job Description for Curriculum Leader Geography

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Job Purpose

The core purpose of the curriculum leader is to provide professional leadership and management for Geography to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. These responsibilities are in addition to those set out in the National Standards for qualified teachers.

The Curriculum Leader of Geography is responsible for the leadership and management of Geography from KS3 to A level and is line managed by a member of the Leadership Team.

Strategic direction and development of the subject

- Within the context of the school's aims and policies, to develop and implement policies and practices for the subject which reflect the school's commitment to high achievement, effective teaching and learning;
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it;
- Use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans of action to support them;
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject;
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning and use this analysis to guide further improvement;
- Develop the Geography curriculum to ensure that it is meeting the needs of all learners from Years 7 to 13.

Teaching and learning

- Contribute to the development of teaching and learning in the department by teaching

- consistently strong lessons;
- Ensure that records of individual students' progress are being maintained by all staff according to departmental and school policies;
- Ensure that schemes of work are being delivered appropriately and teachers are clear about the learning outcomes of lessons;
- Provide guidance on the choice of appropriate teaching and learning methods;
- Establish and implement clear policies for assessing, recording and reporting on student achievement;
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

Leading and managing staff

- Help staff through constructive working relationships with students and encourage an acceptance of accountability through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate;
- Undertake the performance management of staff as required by school policy;
- Audit the training needs of staff;
- Lead the professional development of staff through example and support and co-ordinate the provision of high quality professional development by methods such as coaching;
- Where necessary, set work for absent staff (our policy is for staff to email work to school where absent) and work with the leadership team where there are staff concerns;
- Provide suitable induction for new staff and organise the role of mentorship within the department;
- Hold regular departmental meetings with agenda and action points arising from each meeting
- Ensure that, through regular line management meetings, the Leadership Team is well informed about subject policies, plans and priorities, success in meeting targets and subject-related development plans

Efficient and effective development of staff and resources

- Keep accurate records of departmental stock, inventories and advise the Headteacher on the resources and needs of the department;
- Liaise with the school timetablers on the deployment of staff;
- Allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans to achieve value for money;
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject;
- Ensure there is a safe working environment in which risks are properly assessed.

General Responsibilities

- The relevant professional standards apply for this post.
- It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school and to follow school and department policies and procedures.
- You have specific responsibilities under Health & Safety legislation to ensure that you:
 - Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do

- o Cooperate on all issues involving health and safety
 - o Use work items provided for you correctly, in accordance with training and instructions
 - o Do not interfere with or misuse anything provided for your health, safety or welfare
 - o Report any health and safety concerns to your line manager as soon as practicable
- As a Manager you also need to be fully aware of the relevant activities expected of you in relation to H&S, including the need to ensure:
 - o All new employees, that you manage, are fully briefed at induction
 - o Your team is regularly reminded of key issues and responsibilities
 - o Your staff undertake appropriate health and safety training, including refresher training as necessary
 - o You carry out risk assessments, and implement them, for processes, operations and activities under your control
 - o Health and Safety is a regular item at team meetings
 - o Your staff are set appropriate targets as part of performance management

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