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**SAPIENTIA EDUCATION TRUST**

**FRAMINGHAM EARL HIGH SCHOOL**

**Director of Geography**

**Permanent**

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| **Line Manager:** | Member of Senior Leadership Team |
| **Salary:** | MPS/ TLR2 |
| **Disclosure Level:** | Enhanced  |
| **Working Pattern:**  | Full Time/ 0.8 (to be discussed at interview)  |

**THE POST**

The Director of Geography is responsible to the Headteacher for leading the Geography curriculum taking into account the school’s mission statement and ethos. The Director of Geography will have responsibility for leading teachers of Geography, quality assuring the curriculum and engaging with a wide range of experiences to support children reaching their potential.

They will also hold the post of a teacher under the standard contract for teachers at Framingham Earl High School.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

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| Qualified to degree level. | Essential |
| Qualified Teacher Status. | Essential |
| Professional Development in preparation for Middle Leadership | Desirable |

**Experience**

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| A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence. | Essential |
| Proven, recent, successful classroom practice that motivates, challenges and develops students and includes excellent knowledge of how to build and sustain a learning community. | Essential |
| Working productively with parents, governors and the wider community. | Essential |
| Successful systems to monitor and evaluate student performance. | Essential |
| Building and sustaining successful partnerships with external agencies. | Essential |
| Managing performance of staff and understanding the relationship between CPD and sustained school improvement. | Desirable |
| A proven track record for leading change, creativity and innovation. | Essential |
| An understanding of budgetary management and principles of best value. | Desirable |
| Working cooperatively with other schools in partnership. | Desirable |

**Skills**

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| Lead, inspire, challenge and empower teams/individuals to perform outstandingly. | Essential |
| Demonstrate personal and professional integrity and an ability to model the values and vision of the school. | Essential |
| Excellent communication skills with a range of audiences. | Essential |
| Think strategically, build and communicate a coherent vision in a range of compelling ways. | Essential |
| Emotional resilience in working through challenges. | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with children. | Essential |
| Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm. | Essential |
| Give and receive effective feedback and act to improve personal performance. | Essential |
| Excellent skills of collaboration and networking for the benefit of pupils. | Desirable |
| Demonstrate ‘political’ insight and anticipate trends. | Desirable |

**Personal Attributes**

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| Passionate about education and educational issues. | Essential |
| Constant drive for improvement. | Essential |
| Ability and energy to inspire the best in others. | Essential |
| Exceptional personal integrity and character. | Essential |
| Evidence of commitment to significant continuous professional development.  | Essential |
| Culturally agile and adaptable.  | Essential |
| Personal confidence, determination and resilience. | Essential |
| Personal impact and presence. | Essential |
| Displays sensitivity. | Essential |
| Sense of humour and approachability. | Essential |
| Keen for the potential of further career development. | Desirable |
| Both a team player and a leader. | Essential |
| Displays emotional resilience. | Essential |

**JOB SPECIFICATION**

The Director of Geography is responsible to the Headteacher for leading the Geography curriculum taking into account the school’s mission statement and ethos. The Director of Geography will have responsibility for leading teachers of Geography, quality assuring the curriculum and engaging with a wide range of experiences to support children reaching their potential.

The post holder will be responsible to the Headteacher, for teaching classes in the School using their skill, experience and best endeavors. They will abide by the Code of Conduct for Staff and Volunteers at Framingham Earl High School. A contribution to the wider life of the School by supporting extra-curricular activities is an expectation of all staff.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**General Director of Subject Responsibilities**

* To be an ambassador for your subject and the School;
* To model the core values of the School in your professional life;
* To be visible throughout the School – leading and supporting the School community to commit to the core values of the School. This includes participating in and supporting duty teams, emergency cover, and ensuring excellent behaviour, attitudes and standards of students;
* To lead the monitoring, review, and evaluation of your subject area and with the Senior Leadership Team identify the priorities that will lead to continuous improvement and the raising of standards. Ensure SLT and if appropriate, Governors, with responsibility for your own areas are fully briefed and able to contribute effectively;
* To establish a culture that promotes excellence, equality, and high expectations for all students;
* To communicate effectively with parents and students sharing the aims of your subject area and keeping external communications up to date including reports and school website;
* To lead teachers in your subject area to effectively meet the subjects aims and uphold the School’s values;
* To be part of the Performance Management process;
* To contribute positively to discussions leading to the development of effective policies, practices and structures;
* To effectively analyse patterns and trends in data and respond to these via reviews of lessons, teaching delivery and schemes of work;
* To ensure that resources are efficiently and effectively used to achieve the aims of the School and to facilitate its day to day operation;
* To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the School and to maintain good discipline;
* To attend meetings with link Senior Leadership Team member, Directors of Subjects, Trust Networks and other School management meetings;
* To foster and support extra-curricular activities in the interest of the School community that support the promotion of your subject area e.g. visiting speakers, productions, trips, and excursions;
* To attend meetings of the Local Governing Body when requested to present on specific aspects of School life linked to your subject areas;
* To take an equitable share of duty supervision;
* To be part of the pastoral system working as a form tutor;
* To take on additional responsibilities as directed by the Headteacher and/or CEO.

**Specific Responsibilities (To be updated annually or when required)**

To have overall responsibility for Geography curriculum, taking into account the School’s mission statement and ethos.

To ensure that students needs are fully catered for within the Geography curriculum and appropriate interventions are in place.

To ensure high quality partnerships with external agencies to support delivery of Geography and when appropriate organise Geography field work.

To have overall responsibility for the attainment in all year groups, working to increase levels of student progress with particular attention to SEND, Pupil Premium and HPA cohorts.

To quality assure Geography provision for students and raise standards for the quality of provision across the school.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

**REMUNERATION**

This post is paid with the TLR enhancement of TLR2b.

All payments are pensionable under the Teachers’ Pension Scheme.

 **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Framingham Earl High School employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Framingham Earl High School’s Performance Management programme.