**The Charter School**

#### **Post title**

Subject Leader for Geography

**Salary/Grade**

Classroom Teachers’ Main Scale plus TLR 2c

#### **Purpose of the job**

To provide professional leadership and management for Geography to secure high-quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To assist the Key Curriculum Leader in the overall management and development of the Humanities Key Curriculum Area

To assist the Headteacher in the overall management and development of the school

### **Reporting to**

Humanities Key Curriculum Leader

## Responsible for

The leadership and management of Geography, including teaching staff and other specified personnel within the subject area.

The provision of a full learning experience and support for pupils in Geography

**Liaising with**

Key Curriculum Leader, Senior Management Team, Lead Tutors, Pupil Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies, and parents.

#### **Working time**

#### Full time as specified within the STPCD.

#### **KEY FUNCTIONS**

* To raise attainment in Geography and through the teaching of Geography
* To ensure effective teaching in Geography, so that lessons are challenging and exciting, evaluating the quality of teaching and standards of pupils’ achievement, and setting targets for improvement.
* To manage the delivery of examinations in Geography
* To identify and ensure curriculum compliance with appropriate examinations courses that meet the need of all pupils at KS4 and Post 16
* To provide all those with involvement in the teaching or support of Geography the help, challenge, information, and development necessary to sustain motivation and secure improvement in teaching.
* To establish and maintain policies and practices to promote positive pupil behaviour and achievement in Geography within the framework of the school policy for Positive Discipline
* To identify appropriate resources for Geography and ensure that they are used efficiently, effectively, and safely.
* To support the Key Curriculum Leader in the leadership and management of the Humanities Key Curriculum Area

#### **SPECIFIC RESPONSIBILITIES**

***The main responsibilities of the post are to:***

* ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils.
* provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
* ensure that classes in Geography are effectively managed so that pupils can learn in a supportive and calm working environment.
* monitor the use of the Positive Discipline policy in Geography to ensure that staff are consistent and effective in their use of the policy.
* support colleagues in the Geography Area in dealing with disciplinary issues, taking responsibility for managing behaviour in Geography and in the related corridor areas.
* lead the professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, LEAs, subject associations.
* provide Geography timetable information to the Key Curriculum Leader to enable him/her to liaise with the Timetable Manager to produce an annual Geography timetable, to ensure the best use of subject and other expertise.
* ensure that Geography meets the requirements of the examination boards with respect to invigilation, moderation and marking.
* ensure the effective and efficient management and organization of learning resources in Geography, including ICT
* manage the geography capitation budget and resources, establishing staff and resource needs for the subject working with the KCL to allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
* monitor the processes which ensure that pupil attendance and punctuality in Geography lessons is monitored and recorded in line with school and Humanities policy.
* monitor the work areas used by Geography, creating a safe, effective, and stimulating environment for the teaching, and learning of Geography.
* ensure curriculum coverage, continuity, and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs.
* promote the Level 3 BTEC Travel & Tourism course ensuring that it becomes a popular and viable course.
* ensure that the Level 3 BTEC Travel & Tourism course is delivered to a very high standard, resulting in outstanding student outcomes.
* support the KCL Humanities in the leadership and management of the Key Curriculum Area, assisting with staff and pupil issues as reasonably required.
* support the KCL in the production of a Humanities Improvement Plan as part of the School Improvement Plan, to include staff development and training implications.
* take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee.
* provide staff reference information as requested by the Headteacher.
* prepare for and attend KCA meetings.
* organize and chair Geography meetings, communicate information to staff and co-ordinate resulting action.
* undertake other tasks as reasonably required by the Headteacher.