

Job Outline

Responsibility for Travel & Tourism

Responsible to: Deputy Headteacher (JPL)
Pay: Main/Upper Pay Range
Allowance: TLR2c
Full time/Part time: Full-Time

Job Purpose

To take overall responsibility for Travel & Tourism

Key Responsibilities

- To create a relevant and engaging programme of study ready for delivery in September 2023
- To be accountable for the highest standards of pupil achievement within Travel & Tourism, monitoring and evaluation of pupil achievement and setting targets for improvement.
- To effectively liaise with Line Manager and support in the delivery and implementation of departmental policies and procedures.
- To monitor and track the performance of students through the SEF and Improvement Plan and ensure that all actions have an impact.
- To lead, develop and enhance the teaching practice of all teachers in Travel & Tourism by preparing and co-ordinating SOW and sharing high quality resources.
- To effectively deploy teaching resources to deliver the best possible outcomes for students.
- To analyse a range of data and information to ensure that the quality of teaching and learning in Travel & Tourism is high.
- To ensure data is entered into Go4Schools within the deadlines set and that assessment data is reliable through regular moderation
- To analyse student progress data and take appropriate action to ensure that students make rapid progress. For example, reshaping SOW to improve student progress.
- To monitor the quality of marking and feedback to ensure that students are given constructive feedback to ensure that they make rapid progress.
- To monitor the quality and frequency of homework to ensure that tasks consolidate and extend learning
- To have oversight of consumable stock items and place orders where appropriate.
- To ensure adequate and suitable cover work is set by absent colleagues for Travel & Tourism.
- Represent the department at Options evening.

GENERAL

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Sigma Trust's Equal Opportunities Policy
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.